

**BOARD OF UTILITIES COMMISSIONERS**

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March 2, 2023

**Subject**

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Authorize the General Manager to amend the contract with Alliance Printing Associates to a total amount not to exceed \$350,000.

**Executive Summary**

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The Long Beach Water Department (now Long Beach Utilities Department) issued a contract with Alliance Printing Associations on October 27, 2022 for on-call printing services for an amount not to exceed \$150,000 for one year, with options for renewal.

The contract was issued prior to the consolidation of water, gas, and sewer into Long Beach Utilities Department. With the department rebrand, additional print services will be needed requiring an increase in the existing contract.

The department issued a Request for Qualifications (RFQ) on September 19, 2022 and received one response. This contract allows all bureaus to utilize the printing vendors for their needs, with the contract managed by Public Affairs. Printing needs include flyers, promotional posters, banners, postcards, brochures, mailers, construction notices, door hangers, and informational displays.

The utilities consolidation has already required increases to printing costs, including a mailer and bill stuffer on high natural gas prices in January, a new wall decal, and other items for the Board of Utilities Commissioners, tablecloths and pop-up tents, and flyers. There will be additional needs going forward, including stationary, business cards, signage, and outreach materials, along with replacing all department vehicle decals.

**Recommendation**

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Authorize the General Manager to amend the contract with Alliance Printing Associates for a total amount not to exceed \$350,000.

**Fiscal Impact:** These costs will be split between the Water and Gas funds. Portions of these costs have been budgeted in FY 23. The additional expenses can be absorbed within existing appropriation and will be included in future financial projections.

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B. Anatole Falagan  
Assistant General Manager

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Christopher J. Garner  
General Manager