

**BOARD OF UTILITIES COMMISSIONERS**

1800 E. Wardlow Road, Long Beach, CA 90807
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March 2, 2023

Subject

Authorize the General Manager to amend the contract with Safeguard Business Solutions, for promotional items, to a total amount not to exceed \$60,000.

Executive Summary

The Long Beach Water Department (now Long Beach Utilities Department) issued a contract with Safeguard Business Solutions on October 27, 2022 for promotional items for an amount not to exceed \$30,000 for one year, with options for renewal.

The contract was issued prior to the consolidation of water, gas and sewer into the Long Beach Utilities Department. With the department rebrand, additional promotional items will be needed, requiring an increase in the existing contract. This is in addition to already increased needs for branded apparel, brand representation and promotional items for enhanced community outreach amid ongoing drought and high natural gas prices.

Staff issued a Request for Quotes (RFQ) in September 2022 soliciting prices and samples for an established list of promotional items and received seven (7) responses. Staff selected four (4) vendors to provide various outreach giveaway items based upon their specialty of services, pricing and availability.

Recommendation

Authorize the General Manager to amend the contract with Safeguard Business Solutions, for promotional items, for a total amount not to exceed \$60,000.

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.

B. Anatole Falagan
Assistant General Manager

Christopher J. Garner
General Manager