REQUEST FOR COUNCIL ACTION

CITY COUNCIL MEETING DATE:
JULY 2, 2019

TITLE:
AWARD A THREE-YEAR BLANKET ORDER CONTRACT TO SMART & FINAL STORES LLC FOR SUNDRY FOOD AND PAPER GOODS IN THE AMOUNT OF $45,000 ANNUALLY
(SPECIFICATION NO. 19-046)
{STRATEGIC PLAN NO. 2, 2; 5, 4}

CITY MANAGER

RECOMMENDED ACTION

Award a blanket order contract to Smart & Final Stores LLC for sundry food and paper goods for a three-year period expiring June 1, 2022, with provisions for two one-year renewals exercisable by the City Manager, in an annual amount of $45,000, for a total amount not to exceed $225,000 if renewal options are exercised, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

Various City agencies purchase snacks, refreshments, and other various food-related items to provide to participants during City-sponsored events. In addition, a variety of supplies and food items are provided at community events including but not limited to: presentations, workshops, meetings, trainings, programs, and grand openings. These items are generally needed in an expeditious manner.

This is a partial list of activities by City agency that will utilize the proposed Smart & Final contract:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Community Development Agency</td>
<td>Community Redevelopment Housing Commission meetings, Arts &amp; Culture Commission meetings and Workforce Development Board meetings</td>
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<tr>
<td>Parks, Recreation &amp; Community Services Agency</td>
<td>Summer Camp, After School Adventures, Project PRIDE and Senior Social Activities</td>
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<tr>
<td>Planning &amp; Building Agency</td>
<td>Com-Link meetings</td>
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<tr>
<td>Police Department</td>
<td>Parent/Teen Academy and Santa Ana Police Athletic &amp; Activity League</td>
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<tr>
<td>Public Works Agency</td>
<td>Water Conservation Youth Poster Contest and consultant-led staff trainings</td>
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<tr>
<td>Santa Ana Library</td>
<td>Teen Space and Summer Reading Program</td>
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Smart & Final is a local Santa Ana vendor offering the convenience of a charge account, to obtain supplies in bulk. As a result of its close proximity, it is an efficient way for the City to obtain a variety of supplies for City events and programs at a reduced cost. As such, staff recommends approval of this blanket order contract.

**STRATEGIC PLAN ALIGNMENT**

Approval of this item supports the City's efforts to meet Goal #2 Youth, Education, Recreation, Objective #2 (expand youth programming) and Goal #5 Community Health, Livability, Engagement & Sustainability, Objective #4 (support neighborhood vitality and livability).

**FISCAL IMPACT**

Funds for the duration of the contract period, an amount not to exceed $45,000 annually, will be included in various departmental Miscellaneous Operating Expense account (no. 63001).

APPROVED:

\[Signature\]

Kathryn Downs, CPA
Executive Director
Finance and Management Services Agency