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Title: CONSIDER AWARDING A CONTRACT TO BIG ANDY'S TROPHIES & PLAQUES AND TO GBROS, INC. FOR ON-CALL PURCHASE OF TROPHIES, PLAQUES, AND MEDALS AS NEEDED (CITY COUNCIL)

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Attachments: 1. RFP 21-044 Awards Trophies Plaques Medals, 2. RFP 21-044 Bid Register, 3. YS RFP Trophy Bid Comparisons, 4. GBros, Inc Contract, 5. Big Andy's Trophies and Plaques Contract

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, February 01, 2022

Consent

SUBJECT:

CONSIDER AWARDING A CONTRACT TO BIG ANDY'S TROPHIES & PLAQUES AND TO GBROS, INC. FOR ON-CALL PURCHASE OF TROPHIES, PLAQUES, AND MEDALS AS NEEDED (CITY COUNCIL)

I. SUMMARY

The Community Services Department recently completed a Request for Proposal (RFP) 21-044 process for on-call vendors to provide awards, including trophies, plaques, and medals, for City of Carson-operated youth sports programs conducted at all city park and recreation facilities, which consists of 12 parks and 2 fitness facilities.

Staff is recommending the approval of a three-year on-call contract service agreement (with two one-year City options to extend thereafter) pursuant to the RFP, with (1) Big Andy's Trophies & Plaques for an amount not to exceed \$30,000 annually and (2) GBros Inc. for an amount not to exceed \$30,000 annually over the course of the three-year contract.

If the recommendation is approved by City Council, the previously approved budget expenditure allocations will be distributed among the two vendors in Purchase Orders for future fiscal year budgets in Community Services. The contract amounts will allow

flexibility, contingent upon which vendors are selected to purchase awards from during the sports season. Furthermore, the registration fees collected from the Youth Sports programs will fully reimburse the City within the fiscal year; with the increased revenue fully offsetting the anticipated expenditure for these tasks.

II. RECOMMENDATION

1. WAIVE any irregularities in the proposals received, pursuant to CMC 2611(b)(4); and
2. AWARD and APPROVE a three-year on-call contract services agreement, with two (2) one-year extensions at the City's discretion, to BIG ANDY'S TROPHIES & PLAQUES, for the provision of youth sports trophies, plaques, and medals, at a not-to-exceed contract sum of \$90,000.00 for the initial three-year contract term (Exhibit 4); and
3. AWARD and APPROVE a three-year on-call contract services agreement, with two (2) one-year extensions at the City's discretion, to GBROS INC for the provision of youth sports trophies, plaques, and medals, at a not-to-exceed contract sum of \$90,000.00 for the for the initial three-year contract term (Exhibit 5); and
4. AUTHORIZE the Mayor to execute the Big Andy's Trophies & Plaques contract and Gbros Inc. contract, following approval as to form by the City Attorney.

1. ALTERNATIVES

1. REJECT all bids/proposals and DIRECT staff to initiate a new RFP Process.
2. TAKE another action the City Council deems appropriate.

2. BACKGROUND

The City of Carson's Youth Sports program offers many opportunities for young people to participate in organized team sports. Current offerings include baseball, softball, basketball, flag football, and soccer, with different divisions within each sport. Games are scheduled during specific optimum "seasons," and played at most of the City's 12 parks. In addition, there are other opportunities for the youth to participate in park programs such as track and field, boxing, and Summer leagues.

At the October 5, 2021, City Council approved Resolution No. 21-131 amending the Youth Sports operations budget and increased the expenditure allocation by an additional \$200,000. The additional \$200,000 along with the existing fiscal year allocations in Youth Sports budget is sufficient enough to cover the remaining youth sports uniform, picture and trophy costs for basketball and baseball in Fiscal Year 2021-22.

Recreation staff submitted two staff reports to City Council at the Tuesday, December 7, 2021 City Council meeting that were approved for on-call contract service agreements for Youth Sports Photographer vendor (RFP 21-043) and Youth Sport Uniforms vendors (RFP 21-042).

The following RFP No. 21-044 for Youth Sports Awards: Trophies, Plaques, and Medals (Exhibit 1) was finalized and posted with the feedback received from Recreation Center Supervisors, Volunteer Park Association members, and the City Attorney. The RFP requested

written proposals from qualified vendors interested in being an on-call contractor for the purchase of youth sports awards, including Trophies, Plaques, and Medals, for City of Carson-operated youth sports programs conducted at all City park and recreation facilities, with the aim of establishing an on-call panel capable of providing the capacity and flexibility necessary to meet the City’s needs. The estimated number of youth sports participants that are expected to be serviced in a calendar year is 4,700. RFP 21-044 was posted on December 16, 2021 and four proposals were received, on December 29, 2021.

Proposals were evaluated pursuant to CMC 2610(i) and 2611(b), and evaluation criteria included bid pricing, catalog samples, and capacity to deliver services (Exhibits 2-3). Big Andy’s Trophies & Plaques proposal provided overall the most reasonable priced medals, trophies, and plaques specified (Exhibit 4). GBros Inc. also proposed reasonable priced medals, trophies, and plaques specified (prices were generally higher for some items and lower for others compared to the other vendors that were not selected); however, GBros Inc. is local vendor and is not charging delivery fees (Exhibit 5). The other proposals received were from Colomrican Inc. located in Cypress, CA and Triangle Sports Inc. located in La Puente, CA. Their proposals were generally higher for some items and comparable to the other proposals, however, they would include a delivery fee.

Should the City Council award and approve three-year contracts for medals, trophies, and plaques procurement with Big Andy’s Trophies & Plaques and GBros Inc., the previously approved budget amendment of \$200,000 to include uniforms, photos, and trophies will cover these costs for this fiscal year. There are also sufficient funds in the Youth Sports expenditure account to cover any additional awards costs this fiscal year. Expenditures for youth sports awards is anticipated not to exceed \$61,000 per fiscal year as demonstrated in the chart below.

Sport	Number of Players	Max Cost per player	Total Max Expenditure Amount	Min Cost per player	Total Min Expenditure Amount
Baseball/Softball	2,000	\$13	\$26,000	\$3	\$6,000
Soccer	1,160	\$13	\$15,080	\$3	\$3,480
Football	340	\$13	\$4,420	\$3	\$1,020
Basketball	1,200	\$13	\$15,600	\$3	\$3,600
Totals	4,700		\$61,000		\$14,100

Although expenditures are anticipated not to exceed \$61,000 per fiscal year however, it is not anticipated that the max amount of \$13 for awards will be spent on a regular basis. Therefore, the amount of \$60,000 expenditures will be distributed among the two vendors in Purchase Orders for each fiscal year as deemed necessary by the Recreation Division. The recommended contract sums are designed to allow for flexibility in spending as between the on-call vendors, and the contracts do not commit the City to spend the total contract sum or any amount as to any given vendor or collectively. The RFP did not commit the City to award any amount in total or to any particular vendor, and staff has determined that the recommended award amounts stated above will best meet the City’s needs. As noted above,

Youth Sports registration fees collected by City will fully reimburse the City for these expenditures within the fiscal year; with the increased revenue fully offsetting the anticipated expenditure for these tasks.

On Thursday, January 27, 2022, the Parks, Recreation and Cultural Arts Commission discussed the Youth Sports Trophy staff report and approved staff recommendations for selecting the two vendors, Big Andy's Trophies & Plaques and GBros Inc.

3. FISCAL IMPACT

No impact. Funds currently budgeted in Youth Sports account for this Fiscal Year 21/22.

4. EXHIBITS

1. RFP 21-044 Youth Sports Awards (pgs. 5-20)
2. Bid Register (pg. 21)
3. Bids Comparison (pgs. 22-23)
4. Contract for Big Andy's Trophies & Plaques (pgs. 24-52)
5. Contract for GBros Inc. (pgs. 53-81)

Prepared by: Gloria Marroquin, Recreation Program Manager, and Tim Grierson, Recreation Superintendent