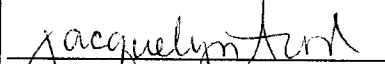


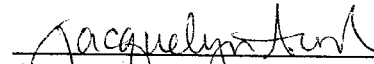


City of Carson Report to Mayor and City Council

July 16, 2013
New Business Discussion

SUBJECT: CONTRACT TO PROVIDE PHOTOGRAPHIC SERVICES


Submitted by Jacquelyn Acosta
Acting City Manager


Approved by Jacquelyn Acosta
Acting City Manager

I. SUMMARY

In 2009, the City issued RFP No. P09-02 requesting proposals to provide photographic services to the City. As a result of that process, a contract was awarded to Castro Studios for the period of October 1, 2009 through September 30, 2011. On September 6, 2011, the City Council extended that contract through September 30, 2013, in the amount of \$43,700.00. The City Council is asked to discuss and provide direction whether or not to renew a two-year contract with Castro Studios or go out to bid for photographic services.

II. RECOMMENDATION

DISCUSS and PROVIDE direction.

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

Since 1998, the City of Carson has contracted for the photographic services of Castro Studios which includes providing photo coverage for all City events, taking and producing official portraits for all elected officials, various photo shoots and location shots, and producing digital and photo prints as requested by the Public Information Office or the City Council.

Castro Studios is a family-owned and operated business and has consistently provided the City with high quality products and extensive combined experience of owners George and Barbara Castro.

As the City's official photographers for the past 15 years, the Castros have developed a strong familiarity with all city assignments and good rapport with the Carson community, allowing them to provide an excellent level of service to the City.

V. FISCAL IMPACT

Funds for this service are included in the proposed FY 2013/14 general fund budget in account numbers 01-50-540-003-6004 and 01-10-000-003-6004.

VI. EXHIBITS

1. Current purchase order with Castro Studios. (pg. 3)
2. Carson Municipal Code Section 2610(a). (pg. 4)

Prepared by: Margie Revilla-Garcia, Public Information Analyst

TO: Rev06-19-2013

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council

Date _____ Action _____

PURCHASE ORDER



CITY OF CARSON

701 E. CARSON STREET, P.O. BOX 40000, CARSON, CA 90740

PURCHASING DIVISION

TEL: 310/518-2874

Fax: 310/518-2874

PEID

104825

No. B04766

B006647

THIS ORDER IS VALID FOR
THE PURCHASE OF GOODS,
DOCUMENTS AND PACKAGESDATE 11/30/11
P10

TO: GEORGE CASTRO

SHIP
TO:

CASTRO PHOTOGRAPHY STUDIOS

1117 W GARDENA BLVD #100

GARDENA, CA 90247

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1	LOT	<p>PROVIDE PHOTOGRAPHIC SERVICES FOR THE CITY OF CARSON ON AN AS NEEDED BASIS FOR THE PERIOD BEGINNING OCTOBER 1, 2011, THROUGH SEPTEMBER 30, 2013, UNDER THE CURRENT PRICE SCHEDULE AS PREVIOUS ORDER NO. B04192 AND AS APPROVED BY THE CITY COUNCIL ON SEPTEMBER 6, 2011 ITEM NO. 6.</p> <p>SERVICES ARE TO BE COORDINATED WITH THE CITY'S PUBLIC INFORMATION MANAGER, OR HER DESIGNEE AT (310) 952-1740.</p> <p>THE MAXIMUM AMOUNT AUTHORIZED UNDER THIS ORDER SHALL NOT EXCEED \$43,700 PER YEAR.</p> <p>THE CITY OF CARSON RESERVES THE RIGHT TO TERMINATE THIS ORDER AT ITS DISCRETION. THIS ORDER SUPERSEDES P.O. NO. B04192</p> <p>ABOVE COST IS FOR FIRST YEAR ONLY.</p>	43,700.0	43,700.00
PO Total					43,700.00

PLEASE MAIL INVOICES IN DUPLICATE TO ACCOUNTS PAYABLE

DISCOUNT TERMS	F.O.B.	SHIP VIA	REQUIRED DELIVERY DATE	QUOTED BY
	DESTINATION	BEST WAY	AS REQUESTED	GEORGE CASTRO
<input type="checkbox"/> COMPLETED AS ORDERED		<input type="checkbox"/> DISCREPANCY ON ORDER AS INDICATED		
ITEM NO.	DATE RECEIVED	INVOICE NO.	QUANTITY RECEIVED	TOTAL RECEIVED
				PARTIAL RECEIVING SIGNATURE

RECEIVED

EXHIBIT NO. 01



§ 2610 Services.

Procurement of services of an estimated value in the amount of \$25,000 or less may, with the written approval of the City Manager, be made by the Purchasing Manager. Procurement of services of more than \$25,000 shall be approved by the City Council.

(a) Minimum Number of Proposals. Procurement of services of an estimated value of less than \$10,000 shall require at least one (1) written proposal; procurement of services of an estimated value of \$10,000 or more but less than \$25,000 shall require at least two (2) written proposals; and procurement of services of an estimated value of \$25,000 or more shall require at least three (3) written proposals.

(b) Retention of Proposals. Proposals shall be submitted to the Purchasing Manager who shall keep a record of all proposals for a period of two (2) years after submission of proposals. This record, while so kept, shall be open to public inspection, except that proposer proprietary data shall not be open to public inspection except as otherwise required by law. (Ord. 98-1134, § 1; Ord. 00-1216, §§ 8, 9. Formerly 2611)

EXHIBIT NO. 02

