



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**February 20, 2024**

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**TOPIC:** Blanket Order Contract for Sundry Food and Paper Goods

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**AGENDA TITLE**

Amend Blanket Order Contract with Smart & Final Stores LLC for Sundry Food and Paper Goods, for a Revised Annual Amount Not-to-Exceed \$80,000 (Specification No. 19-046) (General Fund).

**RECOMMENDED ACTION**

Authorize the City Manager to execute an amendment to increase Blanket Order Contract authority with Smart & Final Stores LLC for the purchase of sundry food and paper goods by \$35,000, for a revised annual amount not to exceed \$80,000 for the current contract term expiring June 1, 2024, and allow automatic renewal of each annual contract term until terminated.

**GOVERNMENT CODE §84308 APPLIES:** Yes

**DISCUSSION**

Various City Agencies purchase snacks, refreshments, and other various food-related items to provide to participants at City-sponsored events. Additionally, a variety of supplies and food items are provided at community events, including, but not limited to, the following: presentations, workshops, meetings, trainings, programs, and grand openings. Items purchased under this contract are generally needed in an expeditious manner. Smart & Final locations provide convenience and a wide-range of product offerings that allows staff the ability to shop for items not readily available otherwise. As community events and other approved activities, meetings, and trainings have increased since the contract with Smart & Final was first approved by the City Council in July 2, 2019, City staff is requesting an increase in contract authority to accommodate the need to supply food and paper goods for these activities. Staff is also requesting the ability to automatically renew the contract annually, as Smart & Final is the only known local grocery store that is agreeable to billing for products purchased, which expedites the process of coordinating activities.

Below are examples of activities and events that utilize the Smart & Final contract, listed by City agency.

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<b><u>Agency</u></b>	<b><u>Activity</u></b>
Community Development Agency	Community Development Commission, Workforce Development Board, and Arts & Culture Commission meetings; and Youth Workforce Readiness activities.
Parks, Recreation, and Community Services Agency	Summer Camp, After School Adventures, Project PRIDE, and Senior Social Activities, other special events and public meetings.
Planning and Building Agency	Com-Link meetings, Planning & Building Agency Commission meetings, Consultant-led staff trainings, Community Leadership Trainings, and other community outreach meetings and events.
Police Department	Parent/Teen Academy, Santa Ana Police Athletic & Activity League (PAAL), Community and Junior Police Academies, Open House at the Police Department, National Night Out, Trunk or Treat, Pancakes with Santa Ana, 31 for 31 Run/Walk event, Family Justice Center events and supplies for residents/victims, other community engagement and pop-up events, trainings, and community meetings.
Public Works Agency	Water Conservation Youth Poster Contest, consultant-led staff trainings, special events, community outreach meetings, including Water Conservation outreach events, trainings, and public meetings.
Santa Ana Library	Teen Space and Summer Reading Program

**FISCAL IMPACT**

Funding is available in the current year budget within various departmental Miscellaneous Operating Expense accounts (no. 63001) and funding for subsequent fiscal years will be included in the proposed budgets for City Council consideration.

Submitted By: Kathryn Downs, FMSA Executive Director

Approved By: Tom Hatch, Interim City Manager