



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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Consent
July 13, 2010

Honorable Mayor and
Members of the City Council

Title: Contract: Reprographic and Plan Room Services

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) awarding a one year contract with four one-year renewal options to Signature Reprographics for the purchase of reprographic and plan room services in an amount not to exceed \$225,000, for the potential five year term; and 2) authorizing the City Manager or the City Manager's designee to execute the contract and renewal options specified above provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

Contact: Christine Slay, Program Analyst, Procurement Services, 808-6344;
Craig Lymus, Acting Procurement Services Manager, 808-5524

Presenters: Not applicable

Department: General Services

Division: Procurement Services

Organization No: 13001061

Description/Analysis

Issue: The City has an ongoing need for reprographic and plan room services for citywide project management. The City requires the services of a contractor who has the capacity to manage projects through internet posting, archiving, City and other plan room distributions, printing and other project related services.

Policy Considerations: The recommendations in this report are in accordance with the provisions of City Code Section 3.56, and Resolution No. 2010-346 prohibiting the City from entering into any contract to purchase goods or services from any business or entity headquartered in Arizona.

Committee/Commission Action: Not applicable

Environmental Considerations:

California Environmental Quality Act (CEQA): The current proposal involves the purchase of reprographic and plan room services. These services are not considered a 'project' and are not subject to CEQA, in accordance with Section 15378(b)(2) of the CEQA Guidelines. Therefore, as determined by the City's Environmental Services Planning Manager, no environmental review is necessary.

Sustainability Considerations: The use of 70 percent minimum recycled content paper is mandated during the term of the contract. The vendor will also be encouraged to adopt other sustainable practices when practicable.

Rationale for Recommendation: The City has an ongoing need for reprographic and plan room services for citywide project management. The City requires the services of a contractor who has the capacity to manage projects through internet posting, archiving, City and other plan room distributions, printing and other project associated services.

In May 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No.B10131061017 for the purchase of reprographic and plan room services. Four responses were received. The lowest responsive and responsible bidder was determined to be Signature Reprographics. A summary of the bid results is provided in Attachment 1.

Financial Considerations: Funding for the reprographic and plan room services will be provided by the operating and/or CIP budgets of the departments utilizing the services. Sufficient funding is available in the FY2010/11 budget for services through June 30, 2011. Services provided after June 30, 2011 through the end of the contract are subject to funding availability in the adopted budget for the applicable fiscal year(s). The estimated annual amounts are as follows:

Vendor	Year 1	Year 2	Year 3	Year 4	Year 5	Total Contract Amount
Signature Reprographics	\$44,000	\$44,000	\$44,000	\$46,000	\$47,000	\$225,000

Emerging Small Business Development (ESBD): Signature Reprographics is certified with the City of Sacramento as an emerging/small business.

Respectfully Submitted by: Craig B. Lymus
Craig B. Lymus
Acting Procurement Services Manager

Approved by: Reina J. Schwartz
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

Gus Vina
Gus Vina
Interim City Manager

Table of Contents:

	Report	Pg 1
Attachments		
1	Bid Results	Pg 4
2	Resolution	Pg 5

BID RESULTS - BID NO. B10131061017

	Pacific Copy & Print	Winslow Reprographics	Zuprinco Printing	Signature Reprographics
Reprographic and Plan Room Services	\$87,694.40	\$61,532.58	\$131,815.00	\$40,187.00 ⁽¹⁾
5% E/SBE Preference	(\$4,384.72)	(\$3,076.63)	(\$6,590.75)	(\$2,009.35)
1% City Limit Preference	None	None	None	None
Prompt Payment Discount	None	1%20 Days (\$615.33)	None	5%21 Days (\$2,009.35)
Total Bid Evaluation	\$83,309.68	\$57,840.62	\$125,224.25	\$36,168.30

Award of Contract To:

Signature Reprographics
 620 Sunbeam Ave.
 Sacramento, CA 95811

Total Contract Amount: \$225,000

No. of Bids Received	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor?
4	20	4	Yes

⁽¹⁾The lowest responsible bid amount of \$40,187.00 represents the total for the quantities selected for evaluation purposes only, which was calculated on the individual amounts to perform specific plan room services for one year. Authorization is requested to enter into contract in an amount not to exceed \$225,000 which includes anticipated cost and/or volume increases and more closely reflects the expended amount anticipated for this potential five year contract.

RESOLUTION NO. 2010-XXXX

Adopted by the Sacramento City Council

July 13, 2010

AWARD CONTRACT FOR THE PURCHASE OF REPROGRAPHIC AND PLAN ROOM SERVICES

- A. The City has an ongoing need for reprographic and plan room services for citywide project management. The City requires the services of a contractor who has the capacity to manage projects through internet posting, archiving, City and other plan room distributions, printing and other project associated services.

- B. In May 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B10131061017 for the purchase of reprographic and plan room services. Four responses were received. The lowest responsive and responsible bidder was determined to be Signature Reprographics.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Signature Reprographics is awarded a one-year contract with four one-year renewal options for the purchase of reprographic and plan room services in an amount not to exceed \$225,000 for the potential five year period.

- Section 2. The City Manager or the City Manager's designee is authorized to execute the contract and renewal options specified above, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).