



City of Sacramento City Council

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915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: 9/20/2011

Report Type: Consent

Title: Contract Amendment: Reprographics and Plan Room Services

Report ID: 2011-00758

Location: Citywide

Recommendation: Adopt a Resolution: 1) authorizing the City Manager or the City Manager's designee to execute Contract Supplement No. 1 to City Contract 2010-0540 with Signature Reprographics in an amount not to exceed \$500,000, for a revised total contract amount not to exceed \$725,000.

Contact: Christine Slay, Program Analyst, (916) 808-6344; Craig Lymus, Program Manager, (916) 808-5524, General Services Department

Presenter: None

Department: General Services Dept

Division: Procurement Services Admin

Dept ID: 13001061

Attachments:

- 1-Description/Analysis
- 2-Resolution
- 3-Supplemental Contract-Signature Reprographics

City Attorney Review

Approved as to Form
Lan Wang
9/12/2011 1:14:12 PM

City Treasurer Review

Prior Council Financial Policy Approval or
Outside City Treasurer Scope
Russell Fehr
9/1/2011 11:38:20 AM

Approvals/Acknowledgements

Department Director or Designee: Reina Schwartz - 9/12/2011 9:38:20 AM



Description/Analysis

Issue: The City has an ongoing requirement for reprographic and plan room services for citywide project management. Due to an unanticipated volume of work performed under City Contract No. 2010-0540 with Signature Reprographics, expenditures are approaching the dollar limit of the original award. Contract Supplement No. 1 will provide sufficient contract authority through the end of the contract term.

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

Environmental Considerations:

California Environmental Quality Act (CEQA): The current contract 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: The use of 70 percent minimum recycled content paper is mandated during the term of the contract. Signature Reprographics will also be encouraged to adopt other sustainable practices when practicable.

Commission/Committee Action: Not applicable

Rationale for Recommendation: The City has an ongoing requirement for reprographic and plan room services for citywide project management. On July 13, 2010 City Council adopted Resolution No. 2010-393, awarding a one year contract with four one year renewal options to Signature Reprographics for reprographic and plan room services (City Contract No. 2010-0540) in an amount not to exceed \$225,000 for the potential five year term. Due to an unanticipated volume of work performed under this contract, including the Railyard and Township 9 projects, expenditures are approaching the dollar limit of the original award. Contract Supplement No. 1 will provide sufficient contract authority through the end of the contract term including all potential contract extensions.

Financial Considerations: Funding for the reprographic and plan room services will be provided by the operating and/or capital improvement project budgets of the departments utilizing the services. Sufficient funding is available in the FY2011/12 budgets for services through June 30, 2012. Services provided after June 30, 2012 through the end of the contract are subject to funding availability in the adopted budget for the applicable fiscal year(s).

Emerging Small Business Development (ESBD): Signature Reprographics is certified with the City as a small business enterprise.



RESOLUTION NO. 2011-XXXX

Adopted by the Sacramento City Council

September 20, 2011

APPROVING CONTRACT SUPPLEMENT NO. 1 TO CITY CONTRACT NO. 2010-0540 FOR REPROGRAPHIC AND PLAN ROOM SERVICES

BACKGROUND

- A. The City has an ongoing requirement for reprographic and plan room services for citywide project management. On July 13, 2010 City Council adopted Resolution No. 2010-393, awarding a one year contract with four one year renewal options to Signature Reprographics for reprographic and plan room services (City Contract No. 2010-0540) in an amount not to exceed \$225,000 for the potential five year term. Due to an unanticipated volume of work performed under this contract, including the Railyard and Township 9 projects, expenditures are approaching the dollar limit of the original award. Contract Supplement No. 1 will provide sufficient contract authority through the end of the contract term including all potential contract extensions.
- B. Sufficient funding is available in the FY2011/12 budgets for services through June 30, 2012. Services provided after June 30, 2012 through the end of the contract are subject to funding availability in the adopted budget for the applicable fiscal year(s).

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

- Section 1. The City Manager or the City Manager's designee is authorized to execute Contract Supplement No. 1 to City Contract No. 2010-0540 with Signature Reprographics for reprographic and plan room services in an amount not to exceed \$500,000, for a revised total contract amount not to exceed \$725,000.



Requires Council Approval: No YES Meeting: 9-20-11

Real Estate Other Party Signature Needed Recording Requested

General Information

Type: Non Professional Services Formal Bid-Non-Prof Service	PO Type:	Attachment: Supplement No.: /
\$ Not to Exceed: \$ 725,000. —		Original Doc Number: 2010-540
Other Party: SIGNATURE REPROGRAPHICS		Certified Copies of Document:
Project Name: REPROGRAPHICS & PLAN ROOM SERVICES		Deed: <input type="checkbox"/> None <input type="checkbox"/> Included <input type="checkbox"/> Separate
Project Number:	Bid Transaction #: B10131061017	E/SBE-DBE-M/WBE: YES

Department Information

Department: General Services Division: Procurement Services
 Project Mgr: Christine Slay Supervisor: Craig Lymus
 Contract Services: Christine Slay Date: 6-24-10 Division Mgr: Craig Lymus
 Phone Number: 808-6344 Org Number: 13001161
 Comment:

Review and Signature Routing

Department	Signature or Initial	Date
Project Mgr:	<i>CS</i>	8/22/11
Accounting:	—	—
Contract Services:	—	—
Supervisor:	<i>CS</i>	8/23/11
Division Manager:	<i>CS</i>	8/23/11
City Attorney	Signature or Initial	Date
City Attorney:	<i>AW</i>	8/25/11

Send Interoffice Mail Notify for Pick Up

Authorization	Signature or Initial	Date
Schwartz, Reina Department Director:		
City Mgr: yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

For City Clerk Processing	
Finalized:	
Initial:	
Date:	
Imaged:	
Initial:	
Date:	
Received:	
<small>(City Clerk Stamp Here)</small>	

Contract Cover/Routing Form: Must Accompany ALL Contracts;

**CONTRACT SUPPLEMENT
(Nonprofessional Services)**

Project Title and Job Number: PLAN ROOM SERVICES
Purchase Order #: VARIOUS

Date: 9-13-11
Contract Supplement No.: 1

The City of Sacramento ("City") and SIGNATURE REPROGRAPHICS, INC. ("Contractor"), as parties to that certain Nonprofessional Services Agreement designated as Agreement Number 2010-0540, including any prior contract supplements modifying said agreement (said agreement and contract supplements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows: No Changes

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is ~~increased/decreased~~ by \$500,000, and said maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>225,000</u>
Net change by previous contract supplements:	<u>0</u>
Not-to-exceed amount prior to this contract supplement:	<u>225,000</u>
Increase/decrease by this contract supplement:	<u>500,000</u>
New not-to exceed amount including all contract supplements:	<u>725,000</u>

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.

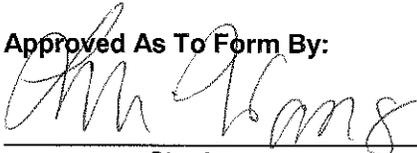
4. Contractor warrants and represents that the person or persons executing this contract supplement on behalf of Contractor has or have been duly authorized by Contractor to sign this contract supplement and bind Contractor to the terms hereof.

5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this contract supplement.

Approval Recommended By:

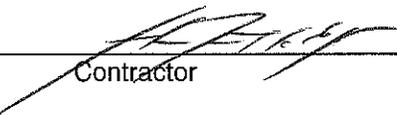
Director of General Services

Approved As To Form By:



City Attorney

Approved By:



Contractor

Attested To By:

Approved By:

City Manager

City Clerk