



## REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

Consent  
June 12, 2007

Honorable Mayor and  
Members of the City Council

**Title:** Reproduction and Plan Room Services

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution:** (1) Rejecting the bid results for Reprographics and Plan Room Services received on December 20, 2006; (2) Awarding a contract for Reproduction and Plan Room Services to the lowest responsible bidder, Signature Reprographics, from the bids received on March 28, 2007. The contract is to be awarded for a base period (not-to-exceed \$120,719) and two one-year option periods (not-to-exceed \$257,313) in an overall not-to-exceed amount of \$378,032; and (3) Authorizing the City Manager or his designee to enter into such extension(s) for the annual not to exceed amount specified above, provided that sufficient funds are available in the budget adopted for the applicable Fiscal Year(s).

**Contact:** Rachel Rosas, Program Analyst, 916/808-5918

**Presenters:** Not Applicable

**Department:** Finance

**Division:** Procurement Services

**Organization No:** 1181

### **Description/Analysis**

**Issue:** The City of Sacramento utilizes an outside service provider for an electronic plan room and reproduction services. There are two elements of this requirement. First, the City requires the use of an electronic plan room for construction solicitations. An electronic plan room allows potential contractors and subcontractors to view, download, and request copies of Invitation for Bid solicitations and their associated drawings. Additional services include archiving, CD-ROM production, data tracking,



and coordination with the Project Manager(s) and City Clerk’s office. Secondly, the City requires the services of a company that is capable of reproducing a variety of documents, including full and half-sized drawings, 8-1/2” x 11” and 11” x 14” documents, black and white copying, color copying, binding, and mounting.

**Policy Considerations:** The recommendations in this report are in accordance with the provisions of City Code, Section 3.56.

**Environmental Considerations:** Not Applicable.

**Commission/Committee Action:** Not Applicable.

**Rationale for Recommendation:** This acquisition was competitively bid in accordance with Chapter 3.56 of the City Code and Administrative Policy Instruction 1, “Procurement of Supplies and Non-Professional Services.” A comparison of the bids received was made, as well as a comparison of pricing for the same or similar items on the incumbent contract. In accordance with City Code, Section 3.56.020, “Determination of Lowest Responsible Bidder,” staff recommends that a contract be awarded to Signature Reprographics of Sacramento, California. Analysis of their bid indicates that they are “responsible” and “responsive” and their pricing is fair and reasonable.

**Financial Considerations:**

Funding for these services come from the various organizations’ operating and/or CIP budgets as the services are utilized. Based on past spending patterns, expenditures for the contract period of performance (the first contract year, and two, one-year option periods) are estimated not-to-exceed \$378,032.

Base Period	\$120,719 nte
Option Period One	\$126,755 nte
Option Period Two	\$130,558 nte
Cumulative Value	\$378,032 nte

**Emerging Small Business Development (ESBD):** Signature Reprographics is certified as a Small Business with the City of Sacramento.

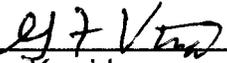
Respectfully Submitted by:

  
\_\_\_\_\_  
Christopher Stewart  
Procurement Services Manager

Approved by:

  
\_\_\_\_\_  
Russell Fehr  
Finance Director

Recommendation Approved:

  
for \_\_\_\_\_  
Ray Kerridge  
City Manager

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## **BACKGROUND**

### **Reproduction and Plan Room Services**

This project is for reproduction and plan room services for the City of Sacramento. While this is a citywide contract, the primary users are the Departments of Transportation, Utilities, and General Services. This contract is important in that it allows the City to take advantage of firm, fixed pricing below market rate. There are two components to this contract, the electronic plan room services and the reproduction function.

The electronic plan room ensures that the City's solicitations are easily accessible for viewing and purchasing by potential large and small businesses, primes and subcontractors. The service provider posts the solicitation package on-line and interested parties can view, download, and purchase the solicitation package. The service provider performs a variety of services associated with the on-line plan room. They include: (1) Accepting payments on behalf of the City and providing monies to the City Clerk; (2) Coordinating project data with the Project Manager; (3) Archiving the project files; and (4) Production of CD-ROMs for staff.

The second component of this project is just as vital. The service provider reproduces the solicitation package for potential customers. Often drawings are either full or half-sized on a variety of materials from bond, to mylar and vellum. Special machines are needed to handle these kinds of materials and produce copies of this size. Various City departments require the use of a company that is capable of reproducing a variety of documents of different sizes, including 8-1/2" x 11" and 11" x 14" in quantities from 1 to 1,000, black and white copying, color copying, printing to mylar and vellum, binding, mounting, and laminating services.

On December 6, 2006, the City advertised for Reprographics and Plan Room Services. The bids were received and opened on December 20, 2006. Three (3) bids were received, but all were subsequently rejected due to pricing irregularities.

On March 12, 2007, the City again advertised the subject contract for the same services with twenty-one (21) people registering on-line for the solicitation. On March 28, 2007, the City Clerk received and opened three (3) bids. Signature Reprographics of Sacramento, California, was determined to be the lowest responsible and responsive bidder.

**RESOLUTION NO. 2007 -**  
Adopted by the Sacramento City Council

June 12, 2007

**AWARDING AN ANNUAL CONTRACT FOR REPRODUCTION AND PLAN ROOM SERVICES TO THE LOWEST RESPONSIBLE BIDDER, SIGNATURE REPROGRAPHICS IN AN AMOUNT NOT-TO-EXCEED \$120,719 FOR THE BASE PERIOD AND \$257,313 FOR TWO, ONE-YEAR OPTION PERIODS, FOR A CUMULATIVE VALUE OF \$378,032**

**BACKGROUND**

- A. The City of Sacramento utilizes an outside service provider for an electronic plan room and reproduction services. There are two elements of this requirement: (1) The City requires the use of an electronic plan room for construction solicitations. An electronic plan room allows potential contractors and subcontractors to view, download, and request copies of the solicitation package and its associated drawings. Additional services include archiving, CD-ROM production, data tracking, coordination with the Project Manager(s) and City Clerk's office; and (2) The City requires the services of a company that is capable of reproducing a variety of documents including full and half-sized drawings, 8-1/2" x 11" and 11" x 14" documents, black and white copying, color copying, binding, and mounting.
- B. On December 6, 2006, the City advertised for Reprographics and Plan Room Services. Bids were received and opened on December 20, 2006. Three (3) bids were received and subsequently rejected due to pricing irregularities in all bids.
- C. On March 12, 2007, the City again advertised the subject contract in accordance with API 1, Procurement of Supplies and Nonprofessional Services with twenty-one (21) people registering on-line for the solicitation. On March 28, 2007, the City Clerk's office received and opened three (3) bids. Signature Reprographics of Sacramento, California, was determined to be the lowest responsible and responsive bidder.
- D. It is recommended that a contract be awarded to Signature Reprographics, 620 Sunbeam Avenue, Sacramento, California 95814, the lowest responsible and responsive bidder, to provide reproduction and plan room services for a base period (not-to-exceed \$120,719) and two, one-year option periods (not-to-exceed \$257,313) in an overall not-to-exceed amount of \$378,032.

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

- Section 1. Reject the bid results for Reprographics and Plan room Services received on December 20, 2006.
- Section 2. The contract for Reproduction and Plan Room Services (Re-Bid: IFB B071181073) is awarded to Signature Reprographics, the lowest responsible bidder, for an amount not to exceed \$378,032. The period of performance associated with this contract is for a base period (not-to-exceed \$120,719) and two, one-year option periods (not-to-exceed \$257,313) in an overall not-to-exceed amount of \$378,032.
- Section 3. The contract provides for an initial term of one year, with the option to extend for additional one-year terms, up to a total contract term of three years (including the initial term and all extensions). The City Manager or his designee may authorize such extension(s) for the annual not-to-exceed amount specified above, provided that sufficient funds are available in the budget adopted for the applicable Fiscal Year(s).

