

RESOLUTION NO. 2007-375

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).

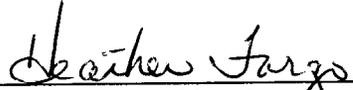
Adopted by the City of Sacramento City Council on June 12, 2007 by the following vote:

Ayes: Councilmembers, Cohn, Fong, Hammond, McCarty, Pannell, Sheedy, Tretheway, Waters and Mayor Fargo.

Noes: None.

Abstain: None.

Absent: None.



Mayor Heather Fargo

Attest:


Shirley Concolino, City Clerk