# REPORT TO COUNCIL
# City of Sacramento

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

**CONSENT**
**July 17, 2007**

**Honorable Mayor and**
**Members of the City Council**

**Title: Blueprinting, Reprographics, and Associated Services**

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution** (1) ratifying past payments in the amount of $47,960.43, made to Century Graphics for blueprinting, reprographics and associated services rendered to the City after Agreement No. 2006-0856 expired; and 2) authorizing the payment of outstanding invoices to Century Graphics for blueprinting, reprographics, and associated services.

**Contacts:** Christopher Stewart, Procurement Services Manager, 808-6202

**Presenters:** Not Applicable.

**Department:** Citywide

**Division:** Citywide

**Organization No:** 1181

**Description/Analysis:**

**Issue:** On May 15, 2006, the City entered into a one-year Non-Professional Services Agreement with Century Graphics (City Agreement No. 2006-0856) to provide blueprinting, reprographics and associated services. After City Agreement No. 2006-0856 expired on May 16, 2007, staff continued to place orders with Century Graphics to meet essential ongoing blueprinting and reprographic requirements, not realizing that the contract had expired. Staff recommends that the City Council ratify past expenditures, and approve payments to Century Graphics for outstanding invoices. Staff has competitively bid a new contract for these services. This contract was awarded to Signature Reprographics by City Council on June 12, 2007, Resolution 2007-375.

**Policy Considerations:** City Council has the authority to approve payments and expenditures made by the Departments.

**Environmental Considerations:** Under Section 15378(b)(2) of the California Environmental Quality Act (CEQA) Guidelines, CEQA review is not required for continuing administrative or maintenance activities.

**Rationale for Recommendation:** The City of Sacramento requires a service provider to provide essential blueprinting, reprographics, and associated services to support City construction. The City placed orders with Century Graphics for these services after the contract expired. Because these orders were placed by the City, and the services were received and used to meet essential, ongoing City needs, Staff recommends that the City Council ratify past expenditures, and approve payments to Century Graphics for outstanding invoices.

**Financial Considerations**: There are sufficient funds in the operating and Capital Improvement Budget (CIP) of the various City departments using these services to pay the outstanding invoices of Century Graphics.

**Emerging Small Business Development (ESBD):** Not Applicable

Respectfully submitted by: _____
Christopher Stewart
Procurement Services Manager

Approved by: _____
Russell Fehr
Director of Finance

Recommendation Approved:

_____
for Ray Kerridge
City Manager

**Table of Contents:**


| | | |
|---|---|---|
| | Report | Pg 1 |
| **Attachments** | | |
| **1** | Attachment 1 | Pg 4 |
| **2** | Resolution | Pg 5 |

**Attachment 1**

## Background

The City entered into an informal contract with Century Graphics on May 15, 2006 (City Agreement 2006-0856) to provide blueprinting, reprographics, and associated services essential to support City construction. The main users of these services are the Departments of Transportation, Utilities, General Services, and Parks and Recreation. The contract was awarded for a twelve month period with a value of $90,000. The City has expended $84,877 of the original $90,000.

City Agreement No. 2006-0856 expired on May 16, 2007. Staff continued to place orders with Century Graphics to meet essential, ongoing blueprinting and reprographic requirements, not realizing that the contract had expired.

Staff estimates that the total amount of orders placed with Century Graphics between May 16, 2007 and the present time is $70,000 or less. Of this amount, payment of $47,960.43 has already been made. Some other invoices remain outstanding, and the amount of these invoices is $22,039.57 or less.

Because these orders were placed by the City and the services were received and will be used to meet ongoing City needs, Staff recommends that the City Council ratify past expenditures, and approve payments to Century Graphics for these outstanding invoices.

Staff has competitively bid (IFB B071181073) a new contract for these services. This contract was awarded to Signature Reprographics by City Council on June 12, 2007, for a not-to-exceed value of $378,032, Resolution 2007-375. The orders placed with Century Graphics helped to minimize disruption as the City transitioned from utilizing the services of Century Graphics to Signature Reprographics.

# RESOLUTION NO. 2007-XXXX

Adopted by the Sacramento City Council

## July 17, 2007

### RATIFY PAST EXPENDITURES AND AUTHORIZE THE PAYMENT OF OUTSTANDING INVOICES TO CENTURY GRAPHICS FOR BLUEPRINTING, REPROGRAPHICS, AND ASSOCIATED SERVICES

**BACKGROUND**

A. On May 15, 2006, the City entered into a one-year Non-Professional Services Agreement with Century Graphics (City Agreement No. 2006-0856) to provide blueprinting, reprographics and associated services.

B. After City Agreement No. 2006-0856 expired on May 16, 2007, staff continued to place orders with Century Graphics to meet essential ongoing blueprinting and reprographic requirements, not realizing that the contract had expired. The services ordered by City staff were received and were used to meet ongoing City needs.

C. The total amount of orders placed with Century Graphics between May 16, 2007 and the present time is $70,000 or less. Of this amount, payment of $47,960.43 has already been made. Some other invoices remain outstanding, and the amount of these invoices is $22,039.57 or less.

D. A new competitively bid contract for these services was awarded to Signature Reprographics by the City Council on June 12, 2007, for a not-to-exceed value of $378,032, Resolution 2007-375. The orders placed with Century Graphics after May 16, 2007, helped to minimize disruption as the City transitioned from utilizing the services of Century Graphics to Signature Reprographics.

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

Section 1. The payments made to Century Graphics after Agreement No. 2006-0856 expired for blueprinting, reprographics and associated services requested by City staff, in the amount of $47,960.43, are ratified and approved.

Section 2. All City Departments are authorized to pay their outstanding invoices from Century Graphics for orders placed after Agreement No. 2006-0856 expired, in a total amount not to exceed $22,039.57.