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APPROVED
BY THE CITY COUNCIL

SEP 7 1999

OFFICE OF THE
CITY CLERK

DEPARTMENT OF
FINANCE
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

September 7, 1999
PS:Admin:99057:RBH:CS:bd

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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1802 FOR BLUEPRINTING, REPROGRAPHICS AND ASSOCIATED SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$300,000.00

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bids for contracts resulting from Bid No. 1802 for Blueprinting, Reprographics and Associated Services. Award is recommended to Century Graphics, 4261 Auburn Blvd., Sacramento, CA 95841; Winslow Repro/Graphics, Inc., 2337 Lexington Street, Sacramento, CA 95815; and Brownie's Blueprint Co., 1322 V Street, Sacramento, CA 95818, in a total aggregate amount not to exceed \$300,000.00 per contract year.

CONTACT PERSONS: Jim Johnston, Administrative Analyst II, 264-8278
Chris Slay, Buyer II, 433-6344

FOR COUNCIL MEETING: September 7, 1999

SUMMARY:

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with the specifications used in the bidding process, and recommendation for award of Bid No.1802 for Blueprinting, Reprographics and Associated Services to be used by various City organizations.

BACKGROUND:

These contracts will be used by the Public Works Department, Neighborhoods Planning and Development Services Department, and various other City organizations as may be required during the contract period.

Staff recommends that contracts be awarded to Century Graphics, 4261 Auburn Blvd., Sacramento, CA 95841; Winslow Repro/Graphics, Inc., 2337 Lexington Street, Sacramento, CA 95815; and Brownie's Blueprinting, Co., 1322 V Street, Sacramento, CA 95818, as set forth in the following summary:

PRICING SCHEDULES	PRIMARY CONTRACTOR	SECONDARY CONTRACTOR
A - Groups 1-9 Blueprinting/Misc. Services	Century Graphics	Brownie's Blueprinting
B - Mounting Services	Winslow Repro/Graphics	Century Graphics
C - Laminating Services	Century Graphics	Brownie's Blueprinting
D - Large Document Color Copies	Brownie's Blueprinting	None (No Other Bids)

Bid totals, shown on the attached tabulation sheet (Attachment 1), represent costs for types of services used for evaluation purposes only. They are not necessarily indicative of actual amounts to be expended in each category or group during the contract year. As actual usage for each group is difficult to pre-determine, Procurement Services recommends that the award be made in a total amount not to exceed \$300,000.00, to be split between three (3) primary contractors as required during this potential three (3) year contract. In order to insure adequate coverage of services within a time period acceptable to the needs of the City, a primary contractor and a secondary contractor were selected for the services covered by Pricing Schedules "A", "B", and "C". No secondary bids were received for Pricing Schedule "D", Large Document Color Copy Service. The secondary contractors would be utilized if, for any reason, the primary contractors are unable to perform in a timely manner.

FINANCIAL CONSIDERATIONS:

Funding for these services will come from the various organizations' approved operating and CIP budgets as the services are used.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

ESBD CONSIDERATIONS:

Requests for bid (RFB) were sent to seven (7) vendors, three (3) of which were certified as an Emerging or Small Business Enterprise at the time the bid was prepared and mailed. Of the three (3) responses received, one was from a certified Small Business Enterprise. This company, Winslow Repro/Graphics, is recommended for award of Schedule B for Mounting Services.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

1 Attachment

**BID TABULATION SHEET FOR BID NO. 1802
BLUEPRINTING, REPROGRAPHICS AND ASSOCIATED SERVICES**

PRICING SCHEDULES⁽¹⁾

<u>Bidders</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Brownie's Blueprint Co.	<u>\$6,538.20⁽²⁾</u>	\$6,583.50	<u>\$2,004.75⁽²⁾</u>	<u>\$8,088.30</u>
Century Graphics	<u>\$2,872.64⁽²⁾</u>	<u>\$4,600.00</u>	<u>\$1,450.00</u>	No Bid
Winslow Repro/Graphics (SBE)	No Bid	<u>\$4,371.00</u>	\$2,046.00	No Bid

⁽¹⁾Pricing Schedules represent sub-totals, less sales tax, and include 5% EBE/SBE Preference, 1% City Tax Preference and prompt payment discount where applicable.

⁽²⁾Totals corrected for vendor mathematical errors.

Primary Contractors:	<u>Schedule A</u> Century Graphics 4261 Auburn Blvd. Sacramento, CA 95841	<u>Schedule B</u> Winslow Repro/Graphics 2337 Lexington Street Sacramento, CA 95815	<u>Schedule C</u> Century Graphics 4261 Auburn Blvd. Sacramento, CA 95841	<u>Schedule D</u> Brownie's Blueprinting 1322 V Street Sacramento, CA 95818
Secondary Contractors:	<u>Schedule A</u> Brownie's Blueprinting 1322 V Street Sacramento, CA 95818	<u>Schedule B</u> Century Graphics 4261 Auburn Blvd. Sacramento, CA 95841	<u>Schedule C</u> Brownie's Blueprinting 1322 V Street Sacramento, CA 95818	<u>Schedule D</u> None (No Other Bids)

Total Amount of Contracts: \$300,000.00⁽³⁾

Original Estimated Cost: \$300,000.00

Using Department: Various City Departments

Due Date: August 18, 1999

⁽³⁾The lowest responsible bid amounts represent the totals for the items selected for evaluation purposes only. Authorization is requested to enter into contracts in a total aggregate amount not to exceed \$300,000.00 per contract year, which more closely reflects the actual amount anticipated to be expended each year of these potential three (3) year contracts.

**Total No. of
Bids Solicited**
7

**No. of EBE/SBE
Bids Solicited**
3

**No. of EBE/SBE
Responses**
1

**Award to
EBE/SBE Vendor?**
Yes