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DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

June 6, 1995

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City Council
Sacramento, California

Honorable Members In Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1666, PRINTING SERVICES,
IN A TOTAL AMOUNT NOT TO EXCEED \$220,000.00 PER CONTRACT YEAR**

LOCATION AND COUNCIL DISTRICT

City-wide - All Districts

STAFF RECOMMENDATION

It is recommended that, in the best interest of the City, the City Council adopt the specifications used in the bidding process and accept the lowest responsible bids submitted for the contracts resulting from Bid No. 1666 for Printing Services. Award is being recommended to The Press, 2951 Sunrise Blvd., #115, Rancho Cordova, CA 95742 and to Sierra Office Supplies, 9950 Horn Rd., #5, Sacramento, CA 95827, in a total amount not to exceed \$220,000.00 per contract year.

CONTACT PERSON: Karen Parrottino, Buyer II, 433-6240

FOR COUNCIL MEETING OF: June 6, 1995

SUMMARY

Attached is a tabulation of sealed bids received by the City Clerk for furnishing services in accordance with the specifications used in the bidding process, and recommendation of bid award for Printing Services, in a total amount not to exceed \$220,000.00 per contract year.

BACKGROUND

This contract will be used by the Central Services Section of the Information/Communication Services Department. It provides for various printing services as may be required by the Central Services Section during the term of the contract to fulfill various City departments' printing requirements. The contract services are used to provide back-up production when demand exceeds Central Services' production capacity and for printing and printing-related work for which Central Services is not equipped. For bidding purposes, the printing services were grouped into

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categories based on the type of service and/or paper stock to be utilized. Within the service groups, representative items and estimated usage quantities were used to allow for equitable bid comparisons. The estimated quantities and the associated bid amounts, as shown on the attached bid tabulation sheet, do not necessarily represent the actual amounts that will be expended within any given service category, but instead were used for bid evaluation purposes only.

This report contains recommendations for contract award by service group to a primary and a secondary contractor for most groups. The secondary contractor would be utilized only in the event that the primary contractor is unable to perform the needed service within the time frame required by the City. Groups I and II and groups V and VI call for the same services, but with either virgin (I and V) or recycled (II and VI) paper stock. Award is recommended based on which type of paper stock is less expensive, with recycled stock chosen in the event of a tie; thus, there is no award recommendation for award of groups I and VI, since those services are covered by groups II and V, respectively. Also, no award is recommended for groups XI (Tab Services) and XII (Printing Envelopes) because no complete bids were received for those services that would allow for equitable comparison. In the event that Central Services requires those services, bids will be solicited on an as-needed basis at the time of need. For the other groups where no secondary contractor is listed (i.e., V, VII, and VIII) the only bids received were those submitted by the bidder recommended as primary contractor.

Specifications for Bid No. 1666 were publicly advertised and mailed by the City Clerk. Initial advertising and mailing to vendors, bid advertising firms and minority outreach agencies began on April 19, 1995. Sealed bids were publicly opened by the Clerk on May 10, 1995. The recommendations for contract award, by service group, are summarized in the table below:

SERVICE GROUP	PRIMARY CONTRACTOR	SECONDARY CONTRACTOR
I - Printing, 20lb Bond (Virgin Paper Stock)	No Award (See Group II)	No Award (See Group II)
II - Printing, 20lb Bond (Recycled Paper Stock)	The Press	Sierra Office Supplies
III - Printing, 67lb Bristol	Sierra Office Supplies	The Press
IV - Carbonless Paper	The Press	Sierra Office Supplies
V - Photo Copy Service (Virgin Paper Stock)	Sierra Office Supplies	No Award (No other bids rec'd)
VI - Photo Copy Service (Recycled Paper Stock)	No Award (See Group V)	No Award (See Group V)
VII - Camera & Art	Sierra Office Supplies	No Award (No other bids rec'd)
VIII - Bindery Services	Sierra Office Supplies	No Award (No other bids rec'd)
IX - Specialty Services	The Press	Sierra Office Supplies
X - Finishing Services	Sierra Office Supplies	The Press
XI - Tab Services	No award (No bids rec'd)	No award (No bids rec'd)
XII - Printing Envelopes	No award (Incomplete bids)	No award (Incomplete bids)

Total Amount of All Contracts: Not to Exceed \$220,000.00 per contract year.

As noted above, the lowest responsible bid amounts for the service groups shown on the attached tabulation sheet represent the totals for those items selected for bid evaluation purposes only. Authorization is requested to enter into contracts in a total amount not to exceed \$220,000.00 per contract year, which more closely reflects the actual amount typically expended each year for the services provided under this potential 3 year contract.

FINANCIAL CONSIDERATIONS

These purchases are initially charged to the Central Services Section operating budget, whereby the services are charged to various using departments' operating budgets as the charges occur.

ENVIRONMENTAL CONSIDERATIONS

Ongoing routine administrative and maintenance activities 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.

M/WBE EFFORTS

Requests for bid (RFB) were sent to 13 vendors, 6 of which are M/WBE firms. The names of the M/WBE firms were obtained from the City bid list and by researching the East Bay Municipal Utility District (EBMUD) Minority and Women Business Enterprise 1992-93 Directory, the City of Oakland MBE/WBE Directory and the State of California, Summer 1994 Disadvantaged Business (DB) and Women Business Enterprise (WBE) List. In addition, the RFB was sent to several bid advertising agencies, including the Small Business Exchange and the Sacramento Minority Business Development Center (NEDA). The bid included provisions for a five percent (5%) bid evaluation preference, not to exceed \$25,000.00 total, for City-certified, preference-eligible M/WBE firms. Of the three bids received, one was from a certified Woman/Minority-Owned Business Enterprise. However, the M/WBE firm's bid was incomplete, and neither of the contractors recommended for award is an M/WBE firm.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



William H. Edgar
City Manager

1 Attachment

**BID TABULATION SHEET FOR
BID NO. 1666 - PRINTING SERVICES⁽¹⁾**

<u>Service Groups</u>	<u>Bidders</u>		
	The Press	Sierra Office Supplies	Capital Business Printing (WBE Firm)
Group I (Virgin Paper Stock)	\$32,966.03	\$33,060.34	No Bid
Group II (Recycled] Paper Stock)	<u>\$32,966.03</u>	\$40,370.37	No Bid
Group III	\$ 9,480.19	<u>\$ 6,995.94</u>	No Bid
Group IV	<u>\$ 9,426.55</u>	\$13,272.65	No Bid
Group V (Virgin Paper Stock)	No Bid	<u>\$46,201.05</u>	No Bid
Group VI (Recycled Paper Stock)	No Bid	\$48,971.19	No Bid
Group VII	No Bid	<u>\$ 288.77</u>	No Bid
Group VIII	No Bid	<u>\$ 242.44</u>	No Bid
Group IX	<u>\$ 255.37</u>	\$ 286.62	No Bid
Group X	\$ 127.68	<u>\$ 81.35</u>	No Bid
Group XI	No Bid	No Bid	No Bid
Group XII	No Bid	Incomplete	Incomplete

⁽¹⁾ All totals reflect adjustments for mathematical errors, payment discounts, City preference and M/WBE preference if applicable.

Award of Contracts To: See Page 2 for Summary of Primary and Secondary Contractors by Service Group

Original Estimated Cost: \$220,000.00

Total Amount of Contracts: Not to Exceed \$220,000.00 per contract year

Using Department: Information/Communication Services Department, Central Services Section

Due Date: May 10, 1995

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
13	6	1	No

BID NO. 1666 - SUMMARY OF CONTRACT AWARDS BY SERVICE GROUPS

SERVICE GROUP	PRIMARY CONTRACTOR	SECONDARY CONTRACTOR
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IV - Carbonless Paper	The Press	Sierra Office Supplies
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VI - Photo Copy Service (Recycled Paper Stock)	No Award (See Group V)	No Award (See Group V)
VII - Camera & Art	Sierra Office Supplies	No Award (No other bids rec'd)
VIII - Bindery Services	Sierra Office Supplies	No Award (No other bids rec'd)
IX - Specialty Services	The Press	Sierra Office Supplies
X - Finishing Services	Sierra Office Supplies	The Press
XI - Tab Services	No Award (No bids rec'd)	No Award (No bids rec'd)
XII - Printing Envelopes	No Award (Incomplete bids)	No Award (Incomplete bids)

Total Amount of All Contracts: Not to Exceed \$220,000.00 per contract year.

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TITLE OF BID
PRINTING SERVICES

BID NO. 1666

Due Date MAY 10 1995	Estimate \$220,000.00	Successful Bidder
Date of Award	Contract Number	Total Price of Awarded Bid

Name of Firm	Phone #	Address (Include ZIP Code)	M/WBE
Eldridge Bid Reporter		P. O. Box 699 West Sacramento, CA 95691	
Small Business Exchange Attn: Claudia		1400 S Street, Suite 208 Sacramento, CA 95814	
NEDA San Joaquin Valley Inc. Attn: Claudia		1779 Tribute Road, Suite J Sacramento, CA 95815	
Construction Data		P. O. Box 13816 Sacramento, CA 95853	
International Data Base Bidnet		P. O. Box 5600 Albany, NY 12205	
NIGP		11800 Sunrise Valley Dr., #1050 Reston, VA 22091	
Bidtrax, Inc.		2260 Butler Pike, Suite 150 Plymouth Meeting, PA 19462-1422	
Business Journal		1401 21st Street Sacramento, CA 95815	
The Press		2951 Sunrise Blvd. #115 Rancho Cordova, CA 95742	
Allied Printing		1912 O Street Sacramento, CA 95814	
Graphics Diversified		176 Otto Circle Sacramento, CA 95822	
Y's Print & Graphics		107 S. Harding Blvd. #H Roseville, CA 95678	
Zuprinco Printing Co.		5310 Power Inn Rd. Suite F Sacramento, CA 95820	
Pacific Paper Products		P.O. Box 5074 El Dorado Hills, CA 95630	WBE
River City Process Serving		900 G Street, Suite 200 Sacramento, CA 95814	
Bip Print & Design		8820 Greenback Lane #M Orangevale, CA 95662	WBE



Name of Firm	Phone #	Address (Include ZIP Code)	M/WBE
Capital Business Printing		4703 Grimwood Court Granite Bay, CA 95746	WBE
Commerce Printing Service		322 North 12th Street Sacramento, CA 95814	MBE
Graphic Focus		P.O. Box 19806 Sacramento, CA 95819	WBE
Hi - Tech Copies & Graphics		3130 Broadway Sacramento, CA 95817	MBE
The Copy House		9801 Old Winery Place Sacramento, CA 95827	
<i>MCC Systems, Inc</i>		<i>8609 Jade Crest Ct. Elk Grove, CA 95624</i>	
<i>Imagine Graphics</i>		<i>9104 Harrogate Way Elk Grove Ca 95758</i>	

