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**APPROVED**  
BY THE CITY COUNCIL

DEPARTMENT OF  
FINANCE  
  
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

NOV 17 1998

OFFICE OF THE  
CITY CLERK

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BUILDING FOUR  
SACRAMENTO, CA  
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November 17, 1998  
PS:Admin:98058:RBH:CS:bd

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1791, PRINTING SERVICES, IN A TOTAL AMOUNT NOT TO EXCEED \$150,000.00 PER CONTRACT YEAR**

**LOCATION AND COUNCIL DISTRICT:** City-wide; All districts

**RECOMMENDATION:**

Staff recommends that the City Council adopt specifications and accept the lowest responsible bids for the contracts resulting from Bid No. 1791 for Printing Services. Award is recommended to Sierra Office Supplies and Printing, 9950 Horn Road #5, Sacramento, CA, 95827 and to Allied Printing, 1912 O Street, Sacramento, CA 95814, in a total amount not to exceed \$150,000.00 per contract year.

**CONTACT PERSONS:** Maria Buenaventura, Central Services Supervisor, 264-5364  
Chris Slay, Buyer II, 433-6344

**FOR COUNCIL MEETING OF:** November 17, 1998

**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. 1791 for Printing Services.

**BACKGROUND:**

This contract will be used by the Central Services Section of the Procurement Services Division to provide backup printing services and printing-related work when demand exceeds production or equipment capability limits of Central Services. For evaluation purposes, the printing services were grouped into 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 total bid amounts, as shown on the attached bid tabulation sheet, do not necessarily represent the actual amounts that will be expended during the term of the contract, but instead were used for bid evaluation purposes only.

This report recommends contract award to Sierra Office Supplies & Printing as primary contractor and to Allied Printing as secondary contractor. The secondary contractor will 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. As noted above, the lowest responsible bid amounts 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 \$150,000.00 per contract year, which more closely reflects the actual amount anticipated to be expended each year for the services provided under this potential three-year contract.

**FINANCIAL CONSIDERATIONS:**

Services and supplies are initially charged to the Central Services' operating budget, and then subsequently reimbursed when the requesting departments' operating budgets are charged.

**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).

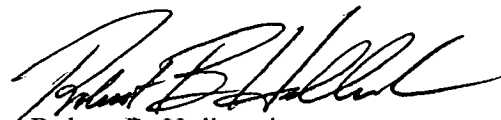
**POLICY CONSIDERATIONS:**

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

**MBE/WBE EFFORTS:**

Requests for bid (RFB) were sent to twelve (12) vendors, four (4) of which are M/WBE firms. Of the three (3) bids received, none was from an M/WBE firm.

Respectfully submitted,



Robert B. Holbrook  
Procurement Services Manager

**RECOMMENDATION APPROVED:**



WILLIAM H. EDGAR  
City Manager

1 Attachment

**BID TABULATION SHEET  
BID NO. 1791 - FOR PRINTING SERVICES**

<u>Bidder</u>	<u>Total, less Sales Tax</u>	<u>M/WBE</u>	<u>Prompt Payment Discount</u>	<u>1% City Tax Preference</u>	<u>Evaluation Total</u>
Sierra Office Supplies & Printing	\$243,757.25 <sup>(1)</sup>	No	2% - 22 days <4875.15>	No	<u>\$238,882.10</u>
Allied Printing	\$362,926.33 <sup>(1)</sup>	No	Net - 30 days	<3629.26>	\$359,297.07
Capital Business Printing	\$ 91,170.83 <sup>(2)</sup>	No	Net - 30 days	No	\$ 91,170.83

<b>Award of Contract to:</b>	<u>Primary Contractor</u>	<u>Secondary Contractor</u>
	Sierra Office Supplies & Printing 9950 Horn Road #5 Sacramento, CA 95827	Allied Printing 1912 O Street Sacramento, CA 95814

**Original Estimated Cost:** \$150,000.00

**Total Bid Amount:** \$262,648.44 (includes Sales Tax)

**Total Amount of Contracts:** Not to Exceed \$150,000.00 <sup>(3)</sup>

**Using Department:** Central Services for Various City  
Departments

**Bid Due Date:** October 21, 1998

<sup>(1)</sup> Bid total adjusted for errors

<sup>(2)</sup> Incomplete Bid - Bid totals for Group V and VI only.

<sup>(3)</sup> It is recommended that the City Council authorize contracts to Sierra Office Supplies & Printing and Allied Printing in a total amount not to exceed \$150,000.00 per contract year, which reflects the approximate amount anticipated to be expended each year of this potential three-year contract.

<u>Total No. of Bids Solicited</u>	<u>No. of M/WBE Bids Solicited</u>	<u>No. of M/WBE Responses</u>	<u>Award to M/WBE Vendor</u>
12	4	None	No

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