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DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

April 11, 1995

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City Council
Sacramento, California

Honorable Members In Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1662,
BLUEPRINTING, REPROGRAPHICS AND ASSOCIATED SERVICES, IN A TOTAL
AMOUNT NOT TO EXCEED \$300,000.00**

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. 1662 for Blueprinting, Reprographics and Associated Services. Award is being recommended to Century Graphics, 4261 Auburn Blvd., Sacramento, CA 95841; Atlas Blueprint, 915-19th Street, Sacramento, CA 95814; and Brownie's Blueprint Company, Inc., 1322 "V" Street, Sacramento, CA 95818, in a total amount not to exceed \$300,000.00.

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

FOR COUNCIL MEETING OF: April 11, 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 Blueprinting, Reprographics and Associated Services, in a total amount not to exceed \$300,000.00.

BACKGROUND

This contract will be used by the Public Works Department, Neighborhood Services Department, Planning and Development Department and various other City organizations. It is for blueprinting, reprographics and associated services as may be required by these organizations during the contract period.



Specifications for Bid No. 1662 were publicly advertised and mailed by the City Clerk. Initial advertising and mailing to vendors, bid advertising firms and minority outreach agencies began on February 15, 1995. Sealed bids were publicly opened by the Clerk on March 8, 1995.

The following is a summary of the recommendation for contract award:

PRICING SCHEDULE	PRIMARY CONTRACTOR	SECONDARY CONTRACTOR
I - Specialty Services	Century Graphics	Brownie's Blueprint Co., Inc.
II - Photocopy Services	Century Graphics	Atlas Blueprint
III - Finishing Services	Century Graphics	Atlas Blueprint
IV - Diazo Machine Prod. & Assembly	Century Graphics	Atlas Blueprint
V - Camera and Art	Atlas Blueprint	Brownie's Blueprint Co., Inc.
VI - Large Document Copying	Atlas Blueprint	Brownie's Blueprint Co., Inc.
VII - Electrostatic Full Color Cadd Plotting	Atlas Blueprint	Brownie's Blueprint Co., Inc.
VIII - Electrostatic Full Color Digital Printing	Atlas Blueprint	Brownie's Blueprint Co., Inc.
IX - Mounting Services	Brownie's Blueprint Co., Inc.	Atlas Blueprint
X - Laminating Services	Brownie's Blueprint Co., Inc.	None
XI - Small Document Color Copies	Brownie's Blueprint Co., Inc.	Atlas Blueprint
XII - Large Document Color Copies	Brownie's Blueprint Co., Inc.	None

Total Amount of All Contracts: Not to Exceed \$300,000.00

Bid totals represent costs for types of services used for evaluation purposes only, and are not necessarily indicative of actual amounts to be expended in each category or group during the year. As actual usages for each grouping are difficult to pre-determine, Procurement Services requests that the total award be made in a total amount not to exceed \$300,000.00 to be spilt among the three (3) indicated primary contractors as needed. In order to insure adequate coverage of Blueprinting, Reprographics and associated services within a time period acceptable to the needs of the City, two (2) firms were selected, where applicable, for each group, a primary contractor and a secondary contractor. The secondary vendor would be utilized if, for any reason, the primary vendor is unable to perform in a timely manner.

The lowest responsible bid amounts for the groups indicated on the attached tabulation sheet represent the totals for those items selected for evaluation purposes only. Authorization is being requested to enter into contracts in a total amount not to exceed \$300,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

FINANCIAL CONSIDERATIONS

Funding for these services is/will be available in the various organizations' operating and CIP budgets.

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.

MBE/WBE EFFORTS

Requests for bid (RFB) were sent to 17 vendors, 9 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).

This 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 four bids received, one was from a certified Woman/Minority-Owned Business Enterprise. However, after applying the 5% bid evaluation preference, the bids offered by the M/WBE firm were not the lowest in any category and thus award is not recommended to that firm.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



William H. Edgar
City Manager

1 Attachment

BID NO. 1662 - SUMMARY OF CONTRACT AWARDS BY PRICING SCHEDULE

	PRICING SCHEDULE	PRIMARY CONTRACTOR	SECONDARY CONTRACTOR
1	I Specialty Services	Century Graphics	Brownie's Blueprint Co., Inc.
2	II Photocopy Services	Century Graphics	Atlas Blueprint
3	III Finishing Services	Century Graphics	Atlas Blueprint
4	IV Diazo Machine Prod. & Assembly	Century Graphics	Atlas Blueprint
5	V Camera and Art	Atlas Blueprint	Brownie's Blueprint Co., Inc.
6	VI Large Document Copying	Atlas Blueprint	Brownie's Blueprint Co., Inc.
7	VII Electrostatic Full Color Cadd Plotting	Atlas Blueprint	Brownie's Blueprint Co., Inc.
8	VIII Electrostatic Full Color Digital Printing	Atlas Blueprint	Brownie's Blueprint Co., Inc.
9	IX Mounting Services	Brownie's Blueprint Co., Inc.	Atlas Blueprint
10	X Laminating Services	Brownie's Blueprint Co., Inc.	None
11	XI Small Document Color Copies	Brownie's Blueprint Co., Inc.	Atlas Blueprint
12	XII Large Document Color Copies	Brownie's Blueprint Co., Inc.	None

Total Amount of All Contracts: Not to Exceed \$300,000.00

**BID TABULATION SHEET FOR
BID NO. 1662 - BLUEPRINTING, REPROGRAPHICS AND ASSOCIATED SERVICES**

**Pricing Schedules
(Sub-Totals Less Sales Tax)**

Bidder	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Brownie's Blueprint	\$9.25	\$147.05	\$249.60	\$57.58	\$60.10 ⁽²⁾	\$2525.00	\$338.40	\$338.40	<u>\$4600.00</u>	<u>\$1600.00</u>	<u>\$2565.00</u>	<u>\$7500.00</u>
Atlas Blueprint	No Bid	\$173.29	\$156.10	\$44.39	<u>\$51.50</u>	<u>\$1820.00</u>	<u>\$161.10</u>	<u>\$245.10</u>	\$4700.00	No Bid	\$3447.00	No Bid
Century Graphics	<u>\$4.45</u>	<u>\$140.06⁽¹⁾</u>	<u>\$125.61⁽¹⁾</u>	<u>\$53.46⁽¹⁾</u>	\$69.05	\$2950.00	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
Capital Printing (M/WBE)	No Bid	\$218.75 ⁽²⁾	\$413.63 ⁽²⁾	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

⁽¹⁾ In order to insure timely and proper distribution of blueprints and specifications, pricing schedules II, III and IV were evaluated and awarded as a group.

⁽²⁾ Totals adjusted for mathematical errors.

Total Award of Contracts To: See Page 2 for Summary

Using Department: Various City Depts.

Original Estimated Cost: \$300,000.00

Due Date: March 8, 1995

Total Amount of Contracts: Not to Exceed \$300,000.00

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
17	9	1	No