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DEPARTMENT OF  
ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

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February 13, 2002  
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City Council  
Sacramento, California

AG 2002 - 036  
AG 2002 - 037

Honorable Members in Session:

**SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1859 FOR PRINTING SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$220,000.00 PER CONTRACT YEAR.**

**LOCATION AND COUNCIL DISTRICT:** Citywide

**RECOMMENDATION:**

Staff recommends that the City Council adopt specifications and accept the lowest responsible bids for the contracts resulting from Bid No. 1859 for Printing Services. Award is recommended to Zuprinco Printing Co., 5310-F Power Inn Road, Sacramento, CA 95820, in a total amount not to exceed \$125,000.00 per contract year and to Sierra Office Supplies & Printing, 9950 Horn Road #5, Sacramento, CA 95827, in a total amount not to exceed \$95,000.00 per contract year, for a combined total not to exceed \$220,000.00 per contract year.

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

**FOR COUNCIL MEETING OF:** February 26, 2002

**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 for award of Bid No. 1859 for printing services, in a total amount not to exceed \$220,000.00 per contract year.

**BACKGROUND:**

These contracts will be used by the Central Services Section of the Procurement Services Division, Department of Finance. They provide for various printing services as 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 backup 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 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 (Attachment 1), 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 recommends contract award by service group to a primary and a secondary contractor for each group. The secondary contractor would be utilized in the event that the primary contractor is unable to perform the needed service within the time frame required by the City. The recommendations for contract award, by service group, are summarized in the table below.

PRICING SCHEDULES	PRIMARY CONTRACTOR	SECONDARY CONTRACTOR
<b>A</b> - Printing - 20LB Bond Virgin Paper Stock	Zuprinco Printing	Sierra Office Supply
<b>B</b> - Printing - 67# Bristol Virgin Paper Stock	Zuprinco Printing	Sierra Office Supply
<b>C</b> - Printing - Carbonless Virgin Paper Stock	Sierra Office Supply	Zuprinco Printing
<b>D</b> - Printing - Envelopes, Virgin Stock	Zuprinco Printing	Sierra Office Supply
<b>E</b> - Printing - White Tabs, Virgin Stock (5Cut Set)	Sierra Office Supply	Zuprinco Printing
<b>F</b> - Camera and Art Services	Sierra Office Supply	Zuprinco Printing
<b>G</b> - Bindery Services	Sierra Office Supply	Zuprinco Printing
<b>H</b> - Specialty Services	Sierra Office Supply	Zuprinco Printing
<b>I</b> - Finishing Services	Sierra Office Supply	Zuprinco Printing

As noted above, the lowest responsible bid amounts for the service groups shown on the attached tabulation sheet (Attachment 1) represent the totals for those items selected for bid evaluation purposes only. Staff recommends that the City Council authorize contracts with Zuprinco Printing in a total amount not to exceed \$125,000.00 and with Sierra Office Supply in a total amount not to exceed \$95,000.00, for a combined total amount not to exceed \$220,000.00 per contract year, which more closely reflects the actual amount anticipated to be expended each year of these potential three year contracts.

**FINANCIAL CONSIDERATIONS:**

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

**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).

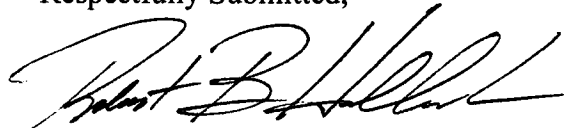
**POLICY CONSIDERATIONS:**

This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 3.56 of the Sacramento City Code.

**ESBE CONSIDERATIONS:**

Requests for bid were sent to twelve vendors, seven (7) of which were certified as Emerging or Small Business Enterprises (ESBE). Zuprinco Printing, one of the vendors recommended for award, is a City certified ESBE firm.

Respectfully Submitted,



Robert B. Holbrook  
Procurement Services Manager

**RECOMMENDATION APPROVED:**



ROBERT P. THOMAS  
City Manager

1 Attachment

**BID TABULATION SHEET FOR  
 BID NO. 1859 - PRINTING SERVICES - VIRGIN PAPER STOCK**

**PRICE SCHEDULES**

	Sierra Office Supply	Zuprinco Printing
<b>A - Printing - 20LB Bond Virgin Paper Stock</b>	<b>\$41,062.73</b>	<b><u>\$34,974.53</u></b>
<b>B - Printing - 67# Bristol Virgin Paper Stock</b>	<b>\$13,932.56</b>	<b><u>\$10,734.63</u></b>
<b>C - Printing - Carbonless Virgin Paper Stock</b>	<b><u>\$30,840.93</u></b>	<b>\$34,272.45</b>
<b>D - Printing - Envelopes, Virgin Stock</b>	<b>\$4,669.92</b>	<b><u>\$4,141.23</u></b>
<b>E - Printing - White Tabs, Virgin Stock (5Cut Set)</b>	<b><u>\$1,247.58</u></b>	<b>\$1,953.60</b>
<b>F - Camera and Art Services</b>	<b><u>\$79.31</u></b>	<b>\$98.19</b>
<b>G - Bindery Services</b>	<b><u>\$43.25</u></b>	<b>\$50.11</b>
<b>H - Specialty Services</b>	<b><u>\$2003.96</u></b>	<b>\$2,009.56</b>
<b>I - Finishing Services</b>	<b><u>\$185.90</u></b>	<b>\$308.60</b>

Above totals reflect adjustments for mathematical errors, and include prompt payment discounts, City tax preference, and ESBE preference, if applicable, as well as sales tax.

**Award of Contracts To:** Zuprinco Printing in a total amount not to exceed \$125,000.00 per contract year and Sierra Office Supply in a total amount not to exceed \$95,000.00 (Refer to Page 2 for Summary of Primary and Secondary contractors by Service Group).

**Original Estimated Cost:** \$200,000.00

**Using Department:** Central Services Section,  
Finance Department

**Total Bid Amounts:** Sierra Office Supplies : \$94,066.14  
 Zuprinco Printing Co.: \$88,542.90

**Due Date:** January 16, 2002

**Total Amount of Contracts:** \$220,000.00

Total No. of Bids Solicited	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor
12	7	1	Yes