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DEPARTMENT OF
GENERAL SERVICES
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

March 15, 1994
PS:Admin:94010:RBH:KP:bd

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5551

PURCHASING
CENTRAL STORES
CENTRAL SERVICES

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1627, FILM AND ASSOCIATED SUPPLIES, IN THE TOTAL AMOUNT OF \$125,000.00

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 bid submitted for the contract resulting from Bid No. 1627 for Film and Associated Supplies. Award is being recommended to Camera Boutique Inc., 342 Kearny Street, San Francisco, CA 94108, in the amount of \$125,000.00.

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

FOR COUNCIL MEETING OF: March 15, 1994

SUMMARY

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing film and supplies in accordance with the specifications used in the bidding process, and recommendation of bid award for Bid No. 1627 for Film and Associated Supplies, to be used by the Police Department and Central Stores.



BACKGROUND

Film and Associated Supplies are being purchased for Central Stores and the Police Department. Central Stores distributes the majority of the film and associated supplies to Construction and Design Division of Facility Management, Planning and Development Department and Neighborhood Services. The Police Department primarily uses the film and supplies for the ID Section, Crime Scene Investigation Section and Narcotics.

Specifications for Bid No. 1627 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 2, 1994. Sealed bids were publicly opened by the City Clerk on February 23, 1994.

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

<u>Bidder</u>	<u>Award Items</u>	<u>Contract Amount</u>
Camera Boutique Inc. 342 Kearny Street San Francisco, CA 94108	All	\$125,000.00*

*The lowest responsible bid amount of \$112,322.92 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$125,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

FINANCIAL CONSIDERATIONS

Approximately one-third of the film and associated supplies will be delivered to Central Stores and are initially charged to Stores' general inventory account, whereby the items are charged to various using departments' operating budgets for resale as the items are disbursed.

The balance of the film and associated supplies will be delivered to the Police Department. Funds for this purchase are/will be available in the Police Department's operating budget.

POLICY CONSIDERATIONS

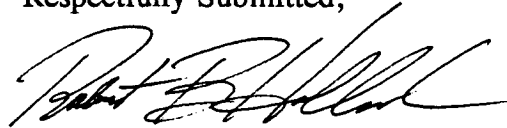
This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS

Requests for bid (RFB) were sent to seven vendors, three 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 Directory, the

City of Oakland MBE/WBE Directory and the State of California, Department of Transportation, Division of Civil Rights Directory. In addition, the RFB was sent to several bid advertising agencies, including the Minority Business Exchange and the Sacramento Minority Business Development Center. One bid was received from a M/WBE firm. Award is being recommended to a MBE firm based on the application of the five percent (5%) bid evaluation preference.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



for William H. Edgar
City Manager

1 Attachment

BID TABULATION SHEET FOR
BID NO. 1627 - FILM AND ASSOCIATED SUPPLIES

<u>Bidder</u>	<u>Total Bid⁽¹⁾ (Less Sales Tax)</u>	<u>Payment Discount</u>	<u>City Sales Tax Preference</u>	<u>M/WBE Preference</u>	<u>Net</u>	<u>Sales Tax</u>	<u>Total Bid</u>
Imaging Products Int'l	\$ 97,980.03	None	No	No	\$ 97,980.03	\$7,593.45	\$105,573.48
Alpha Photo Products Inc.	\$108,206.81	None	No	No	\$108,206.81	\$8,386.03	\$116,592.84
Camera Boutique Inc.	\$104,244.01	5% - 21 <5,212.20>	No	<5,212.20>	\$ 93,819.61	\$8,078.91	<u>\$101,898.52</u>

⁽¹⁾Totals adjusted for mathematical errors and are less Item 38.

Total Award of Contract To: Camera Boutique Inc.
 342 Kearny Street
 San Francisco, CA 94108

Original Estimated Cost: \$125,000.00

Total Bid Amount: \$104,244.01

Total Amount of Contract: \$125,000.00*

Using Department: Various

Due Date: February 23, 1994

*The lowest responsible bid amount of \$104,244.01 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$125,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

Total No. of
Bids Solicited

7

No. of M/WBE
Bids Solicited

3

No. of M/WBE
Responses

1

Award to
M/WBE Vendor?

Yes

