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BY THE CITY COUNCIL

MAY 6 1999

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DEPARTMENT OF
FINANCE
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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April 23, 1999

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City Council
Sacramento, California

Honorable Members In session:

SUBJECT: EXTENSION OF CONTRACT FOR BLUEPRINTING, REPROGRAPHICS AND ASSOCIATED SERVICES, BID NO. 1697

LOCATION AND COUNCIL DISTRICT: City-wide

STAFF RECOMMENDATION:

Staff recommends that City Council authorize a six-month extension of the contracts resulting from Bid No. 1697 for Blueprinting, Reprographics and Associated Services, through September 30, 1999.

CONTACT PERSON: Chris Slay, Buyer II, 433-6240

FOR COUNCIL MEETING OF: May 6, 1999

SUMMARY:

Staff recommends that the City Council authorize a six-month extension of the contracts resulting from Bid No. 1697 for Blueprinting, Reprographics and Associated Services to allow for continuation of services while revised specifications are developed for formal competitive bidding. The contracts with Century Graphics and Brownie's Blueprint Company, Inc. were due to expire on April 1, 1999. However, both vendors have agreed to extend the contracts for six months and to continue to provide services under the same terms, conditions, and pricing as originally bid.

BACKGROUND:

These contracts are used by the Public Works Department, Neighborhood Services Department, Planning and Development Department and various other City organizations for blueprinting, reprographics and associated services as may be required by these organizations. The subject contracts were established following formal competitive bidding of Bid No. 1697 and were awarded by the City Council on April 2, 1996.

The specifications for these contracts require review and revision prior to the issuance of a formal competitive bid to establish new contracts. The revision process has required more time than was originally anticipated, necessitating an extension of the current contracts. Both vendors have agreed to extend the current contracts under the same terms, conditions, and pricing for a period of six months. This will allow sufficient time for staff to complete specification revisions and to solicit formal competitive bids for the establishment of new contracts.

FINANCIAL CONSIDERATIONS:

Funding for these services comes from the various organizations' operating and CIP budgets as the services are used. Expenditures for the six-month contract extension period are expected to total less than \$150,000.

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).

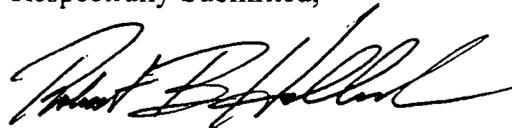
POLICY CONSIDERATIONS:

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

ESBD CONSIDERATIONS:

Bid No. 1697 was sent to seven (7) vendors, three (3) of which were identified as M/WBE firms. No response was received from a minority-owned or woman-owned enterprise. When new bids are solicited for the contracts to replace the current contracts, participation of emerging and small business enterprise firms will be encouraged.

Respectfully Submitted,



Robert B. Holbrook

Procurement Services Manager

RECOMMENDATION APPROVED:

ROBERT P. THOMAS
City Manager