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DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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

March 28, 1996

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City Council
Sacramento, California

CONTINUED
FROM 03-28-96
TO 04-12-96

Honorable Members In session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1697, 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 City Council adopt specifications and accept the lowest responsible bids for the contracts resulting from Bid No. 1697 for Blueprinting, Reprographics and Associated Services. Award is being recommended to Century Graphics, 4261 Auburn Blvd., Sacramento, CA 95841 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: March 28, 1996

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. 1697 for Blueprinting, Reprographics and Associated Services to be used by various City organizations.

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. 1697 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 14, 1996. Sealed bids were publicly opened by the Clerk on March 6, 1996.

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

PRICING SCHEDULE	PRIMARY CONTRACTOR	SECONDARY CONTRACTOR
A - Groups 1-9 Blueprinting/Misc. Services	Century Graphics	Brownie's Blueprint Co., Inc.
B - Mounting Services	Brownie's Blueprint Co., Inc.	None (No Bid)
C - Laminating Services	Brownie's Blueprint Co., Inc.	None (No Bid)
D - Large Document Color Copies	Brownie's Blueprint Co., Inc.	None (No Bid)

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 difficult to pre-determine, Procurement Services requests that the award be made in a total amount not to exceed \$300,000.00 to be split between the two (2) indicated primary contractors as needed. In order to insure adequate coverage of services within a time period acceptable to the needs of the City, a primary contractor and a secondary contractor were selected for the services covered by Price Schedule "A". No secondary bids were received for Price Schedules B, C, and D. The secondary contractor would be utilized if, for any reason, the primary contractor is unable to perform in a timely manner.

The lowest responsible bid amounts for the groups indicated on the attached tabulation sheet represent the total 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 will come from the various organizations' operating and CIP budgets as the services are used.

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 were sent to seven (7) vendors, three (3) of which were identified as M/WBE firms. Neither of the two (2) responses received was from a minority-owned or woman-owned enterprise.


Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



 William H. Edgar
City Manager

1 Attachment

**BID TABULATION SHEET FOR
BID NO. 1697 -BLUEPRINTING, REPROGRAPHICS AND
 ASSOCIATED SERVICES**

PRICING SCHEDULES⁽¹⁾

<u>Bidders</u>	A	B	C	D
Brownie's Blueprint Co., Inc.	\$5,411.92	<u>\$5,607.00</u>	<u>\$1,757.75</u>	<u>\$8,455.00</u>
Century Graphics	<u>\$4,722.86</u>	No Bid	No Bid	No Bid

⁽¹⁾ Pricing Schedules represent sub-totals less sales tax and include prompt payment discount, and local tax preference where applicable.

Total Award of Contracts To:	Century Graphics* 4261 Auburn Blvd. Sacramento, CA 95841	Brownie's Blueprint Co., Inc.* 1322 V Street Sacramento, CA 95818
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Original Estimated Cost: \$300,000.00	Using Department: Various City Departments
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*Total Amount of Contracts: Not to Exceed \$300,000.00	Due Date: March 6, 1996
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Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
7	3	None	No

