



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

CONSENT  
July 13, 2010

Honorable Mayor and  
Members of the City Council

**Title: Contract: Printing Services**

**Location/Council District: Citywide**

**Recommendation:** Adopt a **Resolution:** 1) awarding a one-year contract with two one-year renewal options to Signature Reprographics for the purchase of printing services in an amount not to exceed \$950,000 for the potential maximum three year term; and 2) authorizing the City Manager or the City Manager's designee to execute the contract and renewal options specified above provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

**Contacts:** Marc Robles, Program Analyst, Procurement Services, 808-6343;  
Craig Lymus, Acting Procurement Services Manager, 808-5524

**Presenters:** Not applicable

**Department:** General Services

**Division:** Procurement Services

**Organization No. :** 13001061

**Description/Analysis:**

**Issue:** The City has an ongoing need to purchase printing services for the daily operations of City departments. The City requires the services of a vendor that is capable of reproducing a multitude of documents including black and white copying, color copying, binding, mounting and other services.

**Policy Considerations:** The recommendations in this report are in accordance with the provisions of City Code Section 3.56, and Resolution 2010-346 prohibiting the City from entering into any contract to purchase goods or services from any business or entity headquartered in Arizona.

**Committee/Commission Action:** Not applicable

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** The current proposal involves the purchasing of printing services. Continuing purchases of printing services are not a 'project' and are not subject to CEQA, in accordance with Section 15378(b)(2) of the CEQA Guidelines. Therefore, as determined by the City's Environmental Services Planning Manager, no environmental review is necessary.

**Sustainability Considerations:** The use of 100 percent recycled content paper is mandated during the term of the contract. The vendor will also be encouraged to adopt other sustainable practices when practicable.

**Rationale for Recommendation:** The City has an ongoing need to purchase printing services for the daily operations of City departments. The City requires the services of a vendor that is capable of reproducing a multitude of documents including black and white copying, color copying, binding, mounting and other services.

In May 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B10131061024 for the purchase of printing services. Seven responses were received. The lowest responsive and responsible bidder was determined to be Signature Reprographics. A summary of the bid results is provided in Attachment 1.

**Financial Considerations:** Funding for printing services will be provided by the operating and/or CIP budgets of the departments utilizing the service, and may be provided by any fund within those budgets. Sufficient funding is available in the FY2010/11 budget for services through June 30, 2011. Services provided after June 30, 2011 through the end of the contract are subject to funding availability in the adopted budget for the applicable fiscal year(s). The table below shows the estimated annual amounts used to determine the total contract amount. The estimated annual amounts are similar to the amounts departments spent for printing services from outside vendors in FY2009/10.

Vendor	Year 1 Estimate	Year 2 Estimate	Year 3 Estimate	Total Contract Amount
Signature Reprographics	\$300,000	\$300,000	\$350,000	\$950,000

**Emerging Small Business Development (ESBD):** Signature Reprographics is certified with the City of Sacramento as an emerging/small business.

Respectfully submitted by: Craig B Lymus  
Craig B. Lymus  
Acting Procurement Services Manager

Approved by: Reina J. Schwartz  
Reina J. Schwartz  
Director, Department of General Services

Recommendation Approved:

Gus Vina  
Gus Vina  
Interim City Manager

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## BID RESULTS - BID NO. B10131061024

	Alphagraphics	Brownie's	Capital Mailing	Capitol Digital	Sierra Office Supplies	Signature Reprographics	Zuprinco Printing
Printing Services	\$1,394.15	\$973.37	\$1,218.31	\$70,028.66	\$1,621.91	\$935.21	\$1,237.87
5% E/SBE Preference	(\$69.72)	None	None	None	None	(\$46.76)	(\$61.89)
1% City Limit Preference	None	(\$9.73)	None	(\$700.29)	None	(9.35)	(\$12.38)
Prompt Payment Discount	None <sup>(1)</sup>	(\$19.47)	None	None	(\$48.66)	(\$46.76)	None
<b>Total Bid Evaluation</b>	\$1,324.43	\$944.17	\$1,218.31	\$69,328.37	\$1,573.25	\$832.34 <sup>(2)</sup>	\$1,163.60

**Award of Contract To:****Signature Reprographics**

620 Sunbeam Ave.  
Sacramento, CA 95811

**Total Contract Amount: \$950,000**

No. of Bids Received	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor?
7	5	3	Yes

<sup>(1)</sup>Prompt payment discount offered was less than 20 days.

<sup>(2)</sup>The lowest responsible bid amount of \$935.21 represents the total for the quantities selected for evaluation purposes only, which was calculated on the individual amounts to perform specific printing services for one year. Authorization is requested to enter into contract in an amount not to exceed \$950,000 which anticipates cost and/or volume increases and more closely reflects the actual amount anticipated to be expended overall for this potential three year contract.

**RESOLUTION NO. 2010-XXXX**

Adopted by the Sacramento City Council

**July 13, 2010**

**AWARD CONTRACT FOR THE PURCHASE OF PRINTING SERVICES**

**BACKGROUND**

- A. The City has an ongoing need to purchase printing services for the daily operations of City departments. The City requires the services of a vendor that is capable of reproducing a multitude of documents including black and white copying, color copying, binding, mounting and other services.
- B. In May 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B10131061024 for the purchase of printing services. Seven responses were received. The lowest responsive and responsible bidder was determined to be Signature Reprographics.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Signature Reprographics is awarded a one-year contract with two one-year renewal options for the purchase of printing services in an amount not to exceed \$950,000 for the potential three year period.
- Section 2. The City Manager or the City Manager's designee is authorized to execute the contract and renewal options specified above, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).