

APPROVED
BY THE CITY COUNCIL

JUN 29 1999

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DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

June 17, 1999

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City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: INCREASE CONTRACT AMOUNT FOR BID NO. 1791, PRINTING SERVICES,
FROM \$150,000.00 TO \$225,000.00**

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that City Council authorize the City Manager to increase the amount of the current contracts resulting from Bid No. 1791, for Printing Services, from \$150,000.00 to \$225,000.00 per contract year.

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

SUMMARY:

This report requests authorization to increase the amount of the current contracts for printing services from a total of \$150,000.00 per contract year to a total not to exceed \$225,000.00 per contract year. This bid was originally awarded by City Council on November 17, 1998, to Sierra Office Supplies and Printing, 9950 Horn Road #5, Sacramento, CA 95827, as the primary contractor and to Allied Printing, 1912 "O" Street, Sacramento, CA 95814, as the secondary contractor.

FOR COUNCIL MEETING OF: June 29, 1999

BACKGROUND:

On November 17, 1998, City Council awarded Bid No. 1791 for printing services to Sierra Office Supplies and Printing, 9950 Horn Road #5, Sacramento, CA 95827, as primary contractor and to Allied Printing, 1912 "O" Street, Sacramento, CA 95814, as secondary contractor, in an total amount not to exceed \$150,000.00 per contract year. These contracts are used by the Central Services Section of the Procurement

Services Division to provide backup printing services and printing-related work when demand exceeds production or equipment capability limits of Central Services. Due to an increase in citywide demand for printing services, including a substantial increase in requests for full-color printing, the need for services provided under these contracts has been greater than was originally anticipated. Accordingly, staff recommends that the City Council authorize an increase in the total contract amount for Bid No. 1791 from a total not to exceed \$150,000.00 to an amount not to exceed \$225,000.00 per contract year, which should allow a sufficient margin to cover outside printing needs for the balance of these potential three-year contracts.

FINANCIAL CONSIDERATIONS:

Services and supplies provided under these contracts are initially charged to the Central Services operating budget, which is subsequently reimbursed when the requesting departments' operating budgets are charged.

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).

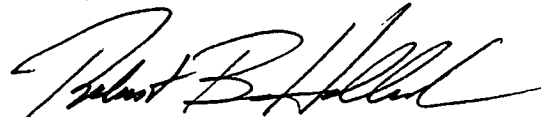
POLICY CONSIDERATIONS:

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

ESBD CONSIDERATIONS:

At the time of bid solicitation, the City had not changed from an M/WBE program to an ESBD program. Requests for bid (RFB) were sent to twelve (12) vendors, four (4) of which were M/WBE firms. Neither the primary contractor, Sierra Office Supplies and Printing, nor the secondary contractor, Allied Printing, is certified as an M/WBE or as an E/SBE firm.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager