

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: CONTRACT EXTENSION – DOCUMENT REPRODUCTION SERVICES
STAFF PRESENTER: JIM WRIGHT – PURCHASING AGENT
FINANCE DEPARTMENT
AGENDA ACTION: MOTION

ISSUE(S)

Shall the City of Santa Rosa approve Amendment No. 3 to Contract No. 08-8929 for a one-year contract extension to provide document reproduction services with Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California, with no increase in contract unit prices? Total amount of contract extension is \$125,000.

BACKGROUND

1. On February 24, 2009, the Council approved Contract No. 08-8929 for a two-year term contract with three additional one-year extension options to Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California. The contract is to provide document reproduction services for the City.
2. The contract terms and conditions state that the contract may be extended for up to three additional one-year terms upon agreement of the contractual parties. The current contract term expires January 31, 2013.
3. Service under this contract provides fixed price, full service, black and white and color document reproduction, bindery/finish and other related services for all City departments to produce forms, construction bid documents, budget books, City Council and Planning Commission packages, recruitment flyers and many other printed materials.
4. Funding for this operational expense is allocated in the FY 2012-2013 operational budgets of various departments that utilize these services.

ANALYSIS

1. In an effort to reduce contract costs, the City approached Green Tara, Inc., dba Clone Digital Print and Copy, to negotiate a rate reduction on contract cost. Green Tara, Inc., dba Clone Digital Print and Copy responded with a request to extend the contract with no increase in contract pricing.

2. The current Producer Price Index (PPI), section PCU322, for San Francisco/Oakland/San Jose for the period of January 1, 2011 through November 31, 2012 indicates a 4% increase in paper prices. Based on the current PPI price data, staff concludes that it is in the City's best interest to renew the contract with Green Tara, Inc., dba Clone Digital Print and Copy, for an additional one-year term with no increase in contract pricing. This is the third request for a contract extension. The Contractor has provided excellent customer service during the current contract term.

3. The City and Green Tara, Inc., dba Clone Digital Print and Copy, entered into an agreement on February 24, 2009, awarded by Council. See contract activity chart below:

| <u>Award/Amendment</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> | <u>Authorization</u> |
|---|----------------|--|-------------------------|----------------------|
| Contract Award | Feb. 24, 2009 | Award (2-year term) | \$250,000 | City Council |
| Amendment No. 1 | Jan. 25, 2011 | Contract Ext. (1-year term) | \$125,000 | City Council |
| Amendment No. 2 | Dec. 6, 2011 | Contract Ext. (1-year term) | \$125,000 | City Council |
| Amendment No. 3 | Pending | Contract Ext. (1-year term) | \$125,000 | City Council |
| Total Cumulative Value Pending Amendment No. 3 | | | <u>\$625,000</u> | |

4. The City Purchasing Agent issued Amendment No. 3, in the amount of \$125,000, to extend the contract for an additional one year, with no increase in contract pricing. With approval of Amendment No. 3, the cumulative value of the contract will be \$625,000. Under the City's Contract/Purchase Order Modification Policy, Amendment No. 3 requires approval by Council.

RECOMMENDATION

This motion, recommended by the Finance Department, approves Amendment No. 3 to Contract No. 08-8929 for a one-year contract extension for document reproduction services with Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California, with no increase in contract unit prices. Total amount of contract extension is \$125,000.

Author: Amy Carter, x3702

Attachments: Amendment No. 3

**THIRD AMENDMENT
TO GENERAL SERVICES AGREEMENT NUMBER 08-8929
WITH GREEN TARA, INC.,
DBA CLONE DIGITAL PRINT AND COPY**

This Third Amendment to Agreement number 08-8929, dated February 24, 2009 ("Original Agreement") is made as of this _____ day of _____, 2013, by and between the City of Santa Rosa, a municipal corporation ("City"), and Green Tara, Inc., dba Clone Digital Print and Copy, a California Corporation ("Contractor").

RECITALS

- A. City and Contractor entered into the original agreement for Contractor to provide document reproduction services, as previously amended by amendments No. 1 and No. 2 to extend the term, add funds, and increase unit costs through January 31, 2013.
- B. City and Contractor now desire to amend the original agreement for the purpose of extending the term through January 31, 2014 with no increase in contract pricing.

AMENDMENT

NOW, THEREFORE, the parties agree to amend the original agreement as follows:

1. TERM, SUSPENSION, TERMINATION (TERM OF AGREEMENT)

Section 3 is supplemented to extend the term of the original agreement for an additional year to end on January 31, 2014.

2. COMPENSATION

Section 4 is amended to provide for additional compensation to Contractor in the amount of \$125,000 for the continuation of services, to read as follows:

"The total of all fees paid to Contractor for the satisfactory performance and completion of all services set forth in the Agreement shall not exceed the total sum of \$625,000. The Chief Financial Officer is authorized to pay all proper claims from various charge numbers."

All other terms of the Original Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

CONTRACTOR:

Green Tara, Inc.
Db: Clone Digital Print and Copy

[TYPE OF BUSINESS ENTITY (check one):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

Taxpayer I.D. No. _____

City of Santa Rosa Business Tax Cert. No.

Attachments:
Exhibit A – Price Sheet

CITY OF SANTA ROSA
a Municipal Corporation

By: _____

Print Name: _____

Title: _____

Attest: _____

APPROVED AS TO FORM:

Office of the City Attorney