



Contract Extension for Forms Management Services

City Council Meeting
March 28, 2017

Deborah Lauchner, Chief Financial Officer
Finance Department

CURRENT

- One-year initial contract with up to three one-year renewal options.
- Used by various departments.
- Provides forms management services including business cards, envelopes and letterhead to be managed, inventoried and delivered by contractor.

PROPOSED

- One-year contract extension, with a change in product for items 10, 11, 13 and 14, with no increase in price for all other items listed on contract.

BENEFIT

- Forms are managed, inventoried and delivered by the contractor to the departments.

RECOMMENDATION

- Council approve, by resolution, a one-year contract extension with Werle Enterprises LLC, dba National Document Solutions, Santa Rosa, CA, for a total amount not to exceed \$40,000.

Questions?