

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, DEPUTY DIRECTOR, FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: FIRST AMENDMENT TO GENERAL SERVICES AGREEMENT
NUMBER F001991 WITH GREEN TARA, INC., DBA CLONE
DIGITAL PRINT AND COPY

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department, that the Council, by resolution, approve the First Amendment to General Services Agreement Number F001991 with Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California for document reproduction services, for an additional one-year term and increase compensation in the amount of \$150,000, for a total amount not to exceed \$400,000.

EXECUTIVE SUMMARY

The City of Santa Rosa has a need for black and white, and color document reproduction, bindery and finish services, and other related services for all City departments.

BACKGROUND

On May 7, 2019, the City Council approved General Services Agreement (GSA) number F001991 for a two-year term with an additional three (3) year extension option(s) in the amount of \$250,000 to Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California.

This is a firm fixed price agreement providing production of forms, document reproduction, bindery and finish services, City Council and Planning Commission packages, and many other printed materials, including delivery for all City departments.

PRIOR CITY COUNCIL REVIEW

On May 7, 2019, the City Council, by Resolution No. RES-2019-048, approved award of General Services Agreement (GSA) number F001991 for a two-year term with an additional three (3) year extension option(s) in the amount of \$250,000 to Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California.

ANALYSIS

The current Producer Price Index (PPI), section PCU322, for San Francisco/Oakland/San Jose for the period of May 1, 2018 through December 31, 2020 indicates a 2.5% increase in paper prices. Green Tara, Inc., dba Clone Digital Print and Copy has agreed to extend the current Agreement for an additional one-year term, with an increase in unit cost of \$0.10 for three types of NCR paper only, all other items will not increase in price. Based on the current PPI price data, staff concludes that it is in the City's best interest to approve the First Amendment to the General Services Agreement with Green Tara, Inc., dba Clone Digital Print and Copy.

With approval of the First Amendment, the cumulative amount of GSA number F001991 will be \$400,000.

Under the City's Contract/Purchase Order Modification Policy III-9, the First Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2020-21 budget within various departments operating budget, and as a regular operating expenditure and will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/ Exhibit A – First Amendment

CONTACT

Alan Alton, 707-543-3093, aalton@srcity.org
Brandalyn Tramel, 707-543-3706, btramel@srcity.org
Amy Carter, 707-543-3702, acarter@srcity.org