

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ALAN ALTON, ACTING CHIEF FINANCIAL OFFICER,  
FINANCE DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: CONTRACT EXTENSION – F000760 DOCUMENT  
REPRODUCTION SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Third Amendment to General Services Agreement #F000760 with Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California, for document reproduction services for a one-year extension, with no increase in pricing, in the amount not to exceed \$125,000. The total cumulative amount of this agreement will not exceed \$625,000.

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EXECUTIVE SUMMARY

Services under this amendment provide a fixed price for black and white, and color document reproduction, bindery/finish, and other related services for all City departments. Services also include production of forms for construction bid documents, budget documents, City Council and Planning Commission packages, and many other printed materials. Contract #F000760 for document reproduction services is due to expire on May 20, 2018. This will be the last contract extension.

BACKGROUND

On May 20, 2014, the City Council approved Contract #F000760 for document reproduction services for a two-year term with three additional one-year extension options to Clone Digital Print and Copy, Santa Rosa, California, in the amount of \$250,000. The First Amendment extended the contract for one additional year and added funds and the Second Amendment extended the contract for one additional year and add funds. Clone Digital Print and Copy, has submitted a proposal for the final one-year contract extension for services with no increase to pricing. Clone Digital Print and Copy continues to provide satisfactory services

PRIOR CITY COUNCIL REVIEW

On May 20, 2014, the City Council awarded Contract #F000760 for a two-year term, with three one-year renewal options for document reproduction services.

On April 5, 2016, the City Council approved the First Amendment for a one-year term extension. On April 18, 2017, the City Council approved the Second Amendment for a one-year term extension.

ANALYSIS

The current Producer Price Index (PPI), section PCU322, for San Francisco/Oakland/San Jose for the period of May 1, 2014 through December 31, 2017 indicates a 3% 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 Clone Digital Print and Copy, for an additional one-year term with no increase in contract pricing. The Contractor has provided excellent customer service during the current contract term. This will be the last extension.

The City and Clone Digital Print and Copy, entered into a two-year agreement on May 20, 2014, awarded by the City Council. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	May 20, 2014	2-Yr Contract	\$250,000	City Council
First Amendment	April 5, 2016	Contract Ext. (1-year term)	\$125,000	City Council
Second Amendment	April 18, 2017	Contract Ext. (1-year term)	\$125,000	City Council
<b>Third Amendment</b>	<b>Pending</b>	<b>Contract Ext. (1-year term)</b>	<b>\$125,000</b>	<b>City Council</b>
<b>Not to exceed Cumulative Contract Value</b>			<b>\$625,000</b>	

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2017-18 adopted budget within the departments that utilize the service. As a regular operating expenditure, the services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

Not Applicable. This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A

CONTACT

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