



# General Services Agreement Document Reproduction Services

City Council Meeting  
May 7, 2019

Chuck McBride  
Chief Financial Officer, Finance Department

# CURRENT

- The City has a current citywide document reproduction service agreement.
- The current agreement expires on May 20, 2019.

# PROPOSED

- Award a two-year General Services Agreement for document reproduction services with three (3) one-year options to extend.

# BENEFIT

- Provides 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 other printed materials.

# RECOMMENDATION

- It is recommended by the Finance Department that the Council, by resolution, approve a General Services Agreement for document reproduction services for a two-year contract with three (3) one-year options to extend with Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California, in the amount of \$250,000.

QUESTIONS?