

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: SCOTT WAGNER, CHIEF FINANCIAL OFFICER  
SUBJECT: APPROVAL OF NINTH AMENDMENT TO GENERAL SERVICES  
AGREEMENT NUMBER F001852 WITH SMILE BUSINESS  
PRODUCTS, INC.

AGENDA ACTION: MOTION

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RECOMMENDATION

The Information Technology and Finance Departments recommend that the Council, by motion, approve the Ninth Amendment to General Services Agreement Number F001852 with Smile Business Products, Inc., Sacramento, California to extend the term for a one year period and increase compensation in the amount of \$200,000, for a total contract not to exceed \$1,633,173.80 and authorize the Purchasing Agent to make non-substantive changes to the Amendment, subject to approval by the City Attorney, and execute the Amendment. This item has no impact on current fiscal year budget.

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EXECUTIVE SUMMARY

This City has an ongoing need for copier lease, maintenance, and repair services citywide.

GOAL

This item is a core service and various City departments that have an ongoing need for copier lease, maintenance, and repair services.

BACKGROUND/PRIOR COUNCIL REVIEW

On January 15, 2018, the City Council approved Citywide use of the National Joint Powers Authority (NJPA) Cooperative Agreement Number 083116-SEC with Sharp Electronics Corporation supported by the Northern California distributor Smile Business Products, Inc., Sacramento, California, and awarded General Service Agreement Number F001852 in the amount not to exceed \$1,170,000.

On June 12, 2019, the Purchasing Agent approved the First Amendment to add copier units and increase compensation in the amount of \$35,173.80.

APPROVAL OF NINTH AMENDMENT TO GENERAL SERVICES AGREEMENT  
NUMBER F001852 WITH SMILE BUSINESS PRODUCTS  
PAGE 2 OF 3

On December 12, 2021, the Purchasing Agent approved the Second Amendment to add a copier unit and increase compensation in the amount of \$12,000.

On January 30, 2023, the City Manager approved the Third Amendment to add a copier unit and increase compensation in the amount of \$6,000.

On May 31, 2023, the City Manager approved the Fourth Amendment to add a copier unit and increase compensation in the amount of \$6,000.

On September 11, 2023, the City Manager approved the Fifth Amendment to add a copier unit and increase compensation in the amount of \$4,000.

On March 20, 2024, the City Manager approved the Sixth Amendment to extend the term of the contract with no price increase and return two copiers with no increase to compensation.

On June 19, 2024, the City Manager approved the Seventh Amendment to exchange a c/w copier with a color copier with no increase in compensation.

On January 7, 2025, the City Council approved the Eighth Amendment to exchange a b/w copier with a color copier with no increase in compensation; and extend the term for one year with an increase in compensation in the amount of \$200,000, with a 10% decrease in contract pricing.

### ANALYSIS

- General Services Agreement Number F001852 was awarded for a five-year term with five (5) one-year options to extend. The Agreement expires on February 1, 2026.
- The City exercised two (2) one-year options to extend, this Amendment would exercise the third option to extend.
- Smile Business Products has provided the City with an extension proposal that reflects a cost decrease of 10% for copier services.
- There is no increase in the hourly rate for maintenance repair services.
- Pricing has not increased for the last six years.
- Staff conducted market research and determined that the cost of copiers, toner and related consumables has increased by approximately 8-20% due to factors such as tariffs, labor, and shipping impacts. Extending the existing contract will result in cost savings to the City, as rebidding this contract at this time would likely lead to higher pricing and would not be advantageous. The proposal submitted by Smile Business Products is considered fair and reasonable, and extending the contract is in the best interest of the City.

APPROVAL OF NINTH AMENDMENT TO GENERAL SERVICES AGREEMENT  
NUMBER F001852 WITH SMILE BUSINESS PRODUCTS  
PAGE 3 OF 3

FISCAL IMPACT

Funds are included in the Fiscal Year 2025-26 adopted budget within various departments under various charge codes. Ther is no direct fiscal impact to the General Fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 - Ninth Amendment

PRESENTER(S)

Brian Tickner, Chief Information Officer  
Jennifer Myles, Purchasing Agent