

CITY OF SANTA ROSA
CITY COUNCIL

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

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Second Amendment to General Services Agreement Number F000760 for document reproduction services for a one-year extension, with a 1% increase in pricing, with Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California, in the amount not to exceed \$125,000.

EXECUTIVE SUMMARY

Services under this contract 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, 2017.

BACKGROUND

The City awarded a contract for these services in 2014. The contract allowed for optional extensions. Green Tara, Inc., dba Clone Digital Print and Copy, has submitted a proposal for a one-year contract extension for services. Green Tara, Inc., dba Clone Digital Print and Copy continues to provide satisfactory services. This item is to extend that contract within the optional extensions authorized in the initial award.

PRIOR CITY COUNCIL REVIEW

CONTRACT EXT – 2ND AMENDMENT F000760 DOCUMENT REPRODUCTION SERVICES
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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.

ANALYSIS

The current Producer Price Index (PPI), section PCU322, for San Francisco/Oakland/San Jose for the period of May 1, 2014 through February 28, 2017 indicates a 1.2% 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 Green Tara, Inc., dba Clone Digital Print and Copy, for an additional one-year term with a 1% increase in contract pricing. The Contractor has provided excellent customer service during the current contract term. Approval of this item will leave one additional one-year extension option available.

The City and Green Tara, Inc., dba 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	Pending	Contract Ext. (1-year term)	\$125,000	City Council
Not to exceed Cumulative Contract Value			\$500,000	

There is no increase in amount of contract funding due to remaining funds on the contract.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2016-17 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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