

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER
SUBJECT: APPROVAL OF SECOND AMENDMENT TO BLANKET
PURCHASE ORDER 169057 TO EXTEND THE TERM AND
INCREASE COMPENSATION WITH WERLE ENTERPRISES LLC,
DBA NATIONAL PRINT + PROMO

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Second Amendment to Blanket Purchase Order (BPO) 169057 for forms management services, to extend the term for a period of one year and increase compensation with Werle Enterprises LLC, dba National Print + Promo, Rohnert Park, California in the amount of \$50,000, for a total cumulative amount not to exceed \$150,000.

EXECUTIVE SUMMARY

The City has an ongoing need for forms management services. This service includes printed envelopes, business cards, inspection and permit forms, letterhead, and mailing labels.

BACKGROUND

On March 27, 2023, the City Purchasing Agent approved issuance of Blanket Purchase Order (BPO) 169057 for forms management services to Werle Enterprises LLC, dba National Print + Promo, Rohnert Park, California, for a one-year term with three (3) one-year extension options in the amount not to exceed \$40,000.

On February 13, 2024, the City Manager approved the First Amendment to extend the term and increase compensation in the amount of \$60,000.

This will be the second extension, with one (1) one-year extension option remaining.

This citywide blanket purchase order provides fixed pricing for forms management services. This includes printed envelopes, business cards, inspection and permit forms, letterhead, and mailing labels.

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PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Werle Enterprises LLC dba National Print + Promo submitted a one-year extension proposal with no increase in rates. Staff deems the proposal for a one-year extension is fair and reasonable and in the best interest of the City. This will be the second extension to this BPO. The vendor continues to provide satisfactory service. Under the City's Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2024-25 adopted budget within various Departments, and as a regular expenditure, and will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed 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 proposed 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 project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

PRESENTER

Jennifer Myles, Purchasing Agent