Agenda Item #14.2
For Council Meeting of: October 14, 2025

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: SCOTT WAGNER, CHIEF FINANCIAL OFFICER, ACTING
SUBJECT: APPROVAL OF FIRST AMENDMENT TO GENERAL SERVICES AGREEMENT NUMBER F002803 WITH GREEN TARA, INC., DBA CLONE DIGITAL PRINT AND COPY

AGENDA ACTION: MOTION

RECOMMENDATION

The Finance Department recommends that the Council, by motion, approve the First Amendment to General Services Agreement Number F002803 with Green Tara, Inc., dba Clone Digital Print and Copy, Santa Rosa, California, to increase compensation in the amount of $150,000, for a total contract not to exceed $250,000, subject to approval by the City Attorney. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

There is a need to increase compensation to General Services Agreement (GSA) Number F002803 in the amount of $150,000 for copy reproduction services, including production and delivery of: forms, document reproduction, bindery and finish services, and other printed materials.

GOAL

This item relates to Council core services, as various City departments have an ongoing need for copy reproduction services.

BACKGROUND/PRIOR COUNCIL REVIEW

On March 28, 2024, Invitation for Bid (IFB) 24-17 was solicited by Purchasing staff for copy reproduction services.

On August 26, 2024, the City Manager approved a bid award and issuance of GSA F002803 for a two-year term with three (3) one-year extension options in a not to exceed amount of $100,000.

ANALYSIS

The contract compensation needs to be increased, as the original award amount is projected to be fully expended before the contract's expiration on September 3, 2026. The initial funding was based on estimated usage from the previous year and only accounted for one year, rather than the approved two-year term. This request is intended to ensure sufficient funding is available to cover all anticipated expenses through the end of the contract term.

FISCAL IMPACT

Funds are included in the Fiscal Year 2025-26 adopted budget within various departments under various charge codes. There 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 - First Amendment

PRESENTER(S)

Jennifer Myles, Purchasing Agent