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DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

OFFICE OF THE DIRECTOR

December 4, 1991
PS:Admin:FM:SA:bd

916-449-5548
FAX 916-399-0263

City Council
Sacramento, California

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Honorable Members In Session:

**SUBJECT: RECOMMENDATION FOR AWARD OF BID NO. 1508A, PROFESSIONAL
PROCESSING SERVICES**

LOCATION AND COUNCIL DISTRICT

APPROVED
BY THE CITY COUNCIL

CITY

DEC 17 1991

SUMMARY

OFFICE OF THE
CITY CLERK

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with specifications adopted by the City Council and recommendation of bid award for the following:

Bid No. 1508A: Professional Processing Services to be used by the Revenue Division.

RECOMMENDATION

It is recommended that, in the City's best interest, the City Council accept the lowest responsive and responsible proposal submitted as follows:

<u>Bid No.</u>	<u>Bidder</u>	<u>Items Awarded</u>	<u>Contract Amount</u>
1508A - Professional Processing Services (Attachment #1)	Attorney's Diversified Services 1424 21st Street Sacramento, CA 95814	All	\$25,000.00*

*The lowest responsible bid amount of \$22,026.00 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$25,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

BACKGROUND

Bid No. 1508A: Specifications were adopted by City Council on November 5, 1991 and bids were called for by the City Clerk on November 26, 1991.

FINANCIAL CONSIDERATIONS

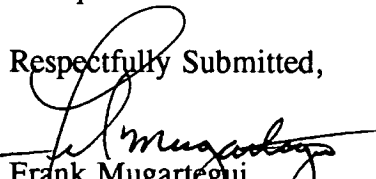
Bid No. 1508A: Funds for this purchase will be available in Revenue's fund line 101-110-1125-4258 for professional services.

POLICY CONSIDERATIONS

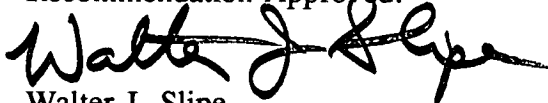
This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 57 of the Sacramento City Code.

MBE/WBE

Bid No. 1508A: Requests for bid were sent to seventeen vendors, one of which is a certified Woman Owned Business. No response was received from that vendor.

Respectfully Submitted,

Frank Mugartegui
Director of General Services

Recommendation Approved:



Walter J. Slipe
City Manager

1 Attachment

For Council Agenda of:
December 17, 1991

CONTACT FOR MORE INFORMATION

Bid No. 1508A: Karen Hall, Buyer I, 449-5551

**BID TABULATION SHEET FOR
BID NO. 1508A - PROFESSIONAL PROCESS SERVICES**

	Item #1 - Serves	Item #2 - Sub Serves	Item #3 - Non Serves	Item #3 - Non Serves	Item #3 - Non Serves	Item #3 - Non Serves
	<u>ZONE I</u>	<u>ZONE II</u>	<u>ZONE I</u>	<u>ZONE II</u>	<u>ZONE I</u>	<u>ZONE II</u>
<u>Bidder</u>						
Legalese Attorney Service	\$18.00/ Serves	\$28.00/ Serves	\$21.00/ Serves	\$31.00/ Serves	\$16.00/ Non Serves	\$26.00/ Non Serves
Attorney's Diversified Services	\$18.00/ Serves =====	\$24.00/ Serves =====	\$18.00/ Serves =====	\$24.00/ Serves =====	\$ 9.00/ Non Serves =====	\$12.00/ Non Serves =====

Total Award of Contract To: Attorney's Diversified Services
1424 21st Street
Sacramento, CA 95814

Original Estimated Cost: \$25,000.00

Using Department: Revenue

Total Bid Amount: \$22,026.00⁽¹⁾

Due Date: November 26, 1991

Total Amount of Contract: \$25,000.00*

⁽¹⁾ Total was calculated based on approximately 1800 serves divided between zones I and Zone II and the estimated percentages of serves, sub-serves and non-serves per each zone.

*The lowest responsible bid amount of \$22,026.00 represents the total for those items selected for evaluation purposes only. Authorization is being requested to enter into a contract in an amount not to exceed \$25,000.00 per year, which more closely reflects the actual amount to be expended each year of this potential 3 year contract.

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor?
17	1	0	No