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DEPARTMENT OF
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA
February 7, 2003
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City Council
Sacramento, California

AG 2003-023

AG 2003-024

Honorable Members in Session:

AG 2003-025

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1886 FOR BLUEPRINTING, REPROGRAPHICS AND ASSOCIATED SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$375,000

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bids for contracts resulting from Bid No. 1886 for Blueprinting, Reprographics and Associated Services. Award is recommended to Century Graphics (\$220,000); Brownie's Blueprint Co. (\$145,000); and Winslow Reprographics, Inc. (\$10,000), for a total aggregate amount not to exceed \$375,000 per contract year.

CONTACT PERSONS: David Flores, Administrative Analyst II, 264-8277
Chris Slay, Buyer II, 433-6344

FOR COUNCIL MEETING: February 25, 2003

SUMMARY:

Attached is a tabulation of sealed proposals received by the City Clerk for furnishing services in accordance with the specifications used in the bidding process, and recommendation for award of Bid No. 1886 for Blueprinting, Reprographics and Associated Services to be used by various City organizations. Staff recommends that the City Council adopt specifications and accept the lowest responsible bids for the contracts resulting from Bid No. 1886 for Blueprinting, Reprographics and Associated Services. Award is recommended to Century Graphics, 4621 Auburn Blvd., Sacramento (\$220,000); Brownie's Blueprint Co., 1322 "V" Street, Sacramento (\$145,000); and Winslow Reprographics, Inc., 2337 Lexington Street, Sacramento (\$10,000), for a total aggregate amount not to exceed \$375,000 per contract year.

BACKGROUND:

These contracts will be used by the Public Works Department, Neighborhoods Department, Planning and Building Department, Utilities Department, Library Administration, SHRA, and various other City organizations as may be required during the contract period.

Staff recommends that contracts be awarded to Century Graphics, Brownie’s Blueprinting, Co., and Winslow Reprographics, Inc., for the services included in the various Pricing Schedules as set forth in the following summary:

PRICING SCHEDULES (Service Description)	CONTRACTOR (Secondary Contractor - if applicable)
Schedule A - Groups 1-9 (Blueprinting/Specialty Services)	Century Graphics (Brownie’s Blueprinting - secondary contractor)
Schedule B (Mounting Services)	Brownie’s Blueprinting
Schedule C (Laminating Services)	Brownie’s Blueprinting
Schedule D (Large Document Color Copy Service)	Winslow Reprographics
Schedule E (Document Storage)	No Award
Schedule F (Document Scanning Service)	Century Graphics

Bid totals shown on the attached tabulation sheet (Attachment 1) represent costs for the types and quantities of services that were used for evaluation purposes. They do not necessarily represent the actual amounts to be expended in each category or group during the contract year, as actual usage of the various services is difficult to estimate in advance. Basing usage estimates on past contract activity, staff recommends that contracts be awarded for the schedules as shown above, in amounts as follows: Century Graphics (\$220,000); Brownie’s Blueprint Co. (\$145,000); and Winslow Reprographics, Inc. (\$10,000), for a total aggregate amount not to exceed \$375,000 per contract year during this potential three-year contract. In order to insure adequate coverage for blueprinting/specialty services within a time period acceptable to the needs of the City, a secondary contractor is recommended for award of those services included in Pricing Schedule “A”. The secondary contractor would be utilized if, for any reason, the primary contractor is unable to perform needed services within a time period needed by the City. No award of Schedule “E” (Document Storage) is recommended at this time because staff has determined that it is necessary to reassess storage options and departmental requirements.

FINANCIAL CONSIDERATIONS:

Funding for these services will come from the various organizations' approved operating and CIP budgets as the services are used.

ENVIRONMENTAL CONSIDERATIONS:

The current project has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA), under Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The current proposal involves only Blueprinting, reprographics, and associated services. Therefore, it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

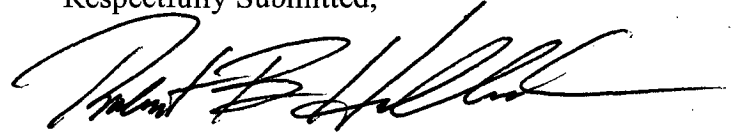
POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 3.56 of the Sacramento City Code.

ESBD CONSIDERATIONS:

Requests for bid (RFB) were sent to ten vendors, four of which were certified as an Emerging or Small Business Enterprise at the time the bid was prepared and mailed. Of the five responses received, three were from certified Small Business Enterprises and one of which, Winslow Reprographics, is recommended for award of Schedule "D" (Large Document Color Copy Service).

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

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**BID TABULATION SHEET FOR BID NO. 1886
BLUEPRINTING, REPROGRAPHICS AND ASSOCIATED SERVICES**

PRICING SCHEDULES ⁽¹⁾

<u>Bidders</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Brownie's Blueprint Co.	\$3,872.51 ⁽²⁾	\$3,712.50	\$ 792.00	\$4,455.00	\$ 237.60	\$ 143.55
Century Graphics	\$2,886.43	\$4,600.00	\$1,450.00	\$8,800.00	No Bid	\$ 110.00
Winslow Reprographics (SBE)	\$5,605.80	\$5,142.90	\$1,604.25	\$2,343.60	\$ 0.00	\$ 154.80
Dynamic Imaging (SBE)	\$4,107.14	\$6,251.00	No Bid	No Bid	\$ 752.00	\$ 240.64
IMTREK (SBE)	\$6,869.63 ⁽²⁾	\$7,095.12	\$1,079.12	\$6,656.14	No Bid	\$ 127.72

⁽¹⁾ Pricing Schedules represent sub-totals, less sales tax, and include 5% EBE/SBE Preference, 1% City Tax Preference and prompt payment discount where applicable.

⁽²⁾ Totals corrected for vendor mathematical errors.

Contractors:

For Schedules "A" & "F"
Century Graphics
4261 Auburn Blvd.
Sacramento, CA 95841
Contract amount: \$220,000.00

For Schedules "B" & "C"
(Secondary for Schedule "A")
Brownie's Blueprinting
1322 V Street
Sacramento, CA 95818
Contract Amount: \$145,000.00

For Schedule "D"
Winslow Reprographics
2337 Lexington Street
Sacramento, CA 95815
Contract Amount: \$10,000.00

Total Amount of Contracts: \$375,000.00⁽³⁾

Original Estimated Cost: \$325,000.00

Using Department: Various City Departments

Due Date: January 8, 2003

⁽³⁾The lowest responsible bid amounts represent the totals for the items selected for evaluation purposes only. Authorization is requested to enter into contracts in a total aggregate amount not to exceed \$375,000.00 per contract year, which more closely reflects the actual amount anticipated to be expended each year of these potential three-year contracts.

(F)

**Total No. of
Bids Solicited**
10

**No. of EBE/SBE
Bids Solicited**
4

**No. of EBE/SBE
Responses**
3

**Award to
EBE/SBE Vendor?**
Yes