



REPORT TO COUNCIL **5**

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

Consent
September 19, 2006

Honorable Mayor and
Members of the City Council

Title: Cooperative Purchase Agreement for Large Document Reproduction Services

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** authorizing the City Manager to purchase document reproduction services from Sac City Blue, Inc. dba Signature Reprographics by cooperative agreement under State of California Multiple Awards Schedule (CMAS) Agreement 4-03-03-0088A during fiscal years 2006/2007 and 2007/2008 for an amount not to exceed \$116,000 for each fiscal year for a period not to extend beyond May 28, 2008.

Contact: Frances Chong, Administrative Officer, (916) 808-5010; Greg Schulte, Program Manager, (916) 808-7116

Presenters: Not Applicable

Department: Development Services

Division: Administration

Organization No: 4881

Description/Analysis

Issue: The Development Services Department uses services to convert large document plans, such as architectural and engineering drawings, to digital files for computerized review and for subsequent digital storage.

Policy Considerations: This recommendation is consistent with City Code 3.56.240 that provides for the City Manager, with Council approval, to purchase non-professional services by cooperative purchasing agreement without separate competitive bidding by the City.

Environmental Considerations: Under the California Environmental Quality Act (CEQA) Guidelines, administration of an agreement does not constitute a project and is therefore exempt from review.

Commission/Committee Action: Not Applicable



Rationale for Recommendation: The City of Sacramento has an ongoing requirement for the conversion of large paper documents to digital files. The City is in the process of obtaining an enterprise-wide electronic document and content management (EDCM) system that will have the capability of providing these services. The selection and implementation of this system is anticipated to be completed by December 31, 2007.

The Development Services Department is currently using large document conversion services provided by a cooperative purchasing agreement under CMAS Agreement 4-03-03-0088A (See Attachment A). The CMAS agreement provides the City reduced itemized costs for digital reproduction services.

The value of these services will soon exceed \$100,000, annually, therefore staff requests Council authorize the City Manager to continue procuring the needed services through the CMAS agreement until these services are available through the City's EDCM system or until the CMAS contract expires on May 30, 2008, whichever occurs sooner.

Financial Considerations: The expenditures related to the recommended agreement total \$116,000 per fiscal year. Sufficient funding exists in the Development Services Department FY 2006/07 operating budget. Additional expenditure authority is not requested as part of this proposal. There is no impact on the General Fund.

Emerging Small Business Development (ESBD): Signature Reprographics is certified as an Emerging/Small Business Enterprise with the City of Sacramento.

Respectfully Submitted by: 
Greg Schulte
Program Manager, Administration Division

Approved by: 
William Thomas
Development Services Director

Recommendation Approved:


Ray Kerridge
CITY MANAGER

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RESOLUTION NO.

Adopted by the Sacramento City Council

**COOPERATIVE PURCHASE AGREEMENT FOR LARGE DOCUMENT
REPRODUCTION SERVICES**

BACKGROUND

- A. The City of Sacramento has an ongoing requirement for the conversion of large paper documents to digital files. The City is in the process of obtaining an enterprise-wide electronic document and content management (EDCM) system that will have the capability of providing these services. The selection and implementation of this system is anticipated to be completed by December 31, 2007.
- B. Large document conversion services are currently being provided by a cooperative purchasing agreement under State of California Multiple Awards Schedule (CMAS) Agreement 4-03-03-0088A.
- C. The Development Services Department desires to continue using CMAS Agreement 4-03-03-0088A until the City's EDCM system is implemented or until the CMAS contract expires on May 30, 2008, whichever occurs sooner.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. The City Manager is hereby authorized to purchase large document reproduction services from Sac City Blue, Inc. dba Signature Reprographics, 620 Sunbeam Avenue, Sacramento, CA, 95814, by cooperative agreement under CMAS Agreement 4-03-03-0088A during fiscal years 2006/2007 and 2007/2008 in an amount not to exceed \$116,000 for each fiscal year for a period not to extend beyond May 30, 2008.

