



Office of the City Manager

CONSENT CALENDAR  
July 24, 2018

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance

Subject: Contract No. 8595 Amendment: Minuteman Press for Citywide Printing and Copying Services

RECOMMENDATION

Adopt a Resolution authorizing a \$240,000 increase in the not to exceed amount of Contract No. 8595, from \$1,260,000 to \$1,500,000, for Citywide Printing and Copying Services to fund service delivery for the FY2019 period.

FISCAL IMPACTS OF RECOMMENDATION

On January 25, 2011 Council authorized the City Manager to enter into a contract with Minuteman Press, a long-time Berkeley-based business, for Citywide Printing and Copying Services pursuant to Request for Proposal (“RFP”) Specification No. 11-10548-C. A contract was executed for an initial term of January 25, 2011 through June 30, 2012 with a total not to exceed amount of \$285,000; and an option to extend the term for a five-year period. The contract was subsequently amended (Resolutions 65,160-N.S., 65,160-N.S., 67,701-N.S.) to extend the term through June 30, 2019 and increase the not to exceed value to \$1,500,000. Actual expenditures to date are \$1,258,938.78, as follows:

FY11	\$54,314.44	FY15	\$159,926.48
FY12	\$139,498.49	FY16	\$156,091.90
FY13	\$164,860.83	FY17	\$200,386.20
FY14	\$143,536.11	FY18	\$185,861.92

It is estimated that an additional \$240,000 will be needed to cover expenditures through the end of the FY 2019. Funds for printing and copying services are allocated in each department’s operating budget. The following departments have the highest historical usage: Public Safety, Planning, Public Works, Health Housing and Community Services, Finance, City Manager’s office, City Clerk, and Human Resources. Other departments use the contract services less frequently, primarily for business cards and small print jobs.

### CURRENT SITUATION AND ITS EFFECTS

In 2011 Council authorized (Resolution No. 65,160-N.S.) the City Manager to execute a contract and any amendments with Minuteman Press (MP), a long-time Berkeley-based business, for Citywide Printing and Copying Services in an amount not to exceed \$960,000. During the four most recent fiscal years expenditures have exceeded \$150,000 per year with a spike in FY17 to more than \$200,000. Additional spending authority is required for the remaining contract term. Without additional spending authority the contract will terminate and staff will be required to source each requirement individually reducing efficiency and potentially increasing costs. The contract value needs to be increased approximately \$200,000, to cover anticipated expenditures in FY19 when the city-wide requirement is planned for re-bidding.

### BACKGROUND

The City released in September 2010 RFP No. 11-10548-C for Citywide Printing and Copying Services. On January 25, 2011 City Council authorized (Resolution No. 65,160-N.S.) the City Manager to execute a contract and any amendments with Minuteman Press, a long-time Berkeley-based business, which offered the best overall value to the City. The contract was executed for an initial period from April 2011 through June 30, 2012 with an option to extend up to five years. The contract was subsequently amended (Resolutions 65,160-N.S., 65,160-N.S., 67,701-N.S.) to extend the term through June 30, 2019 and increase the not to exceed value to \$1,500,000.

General Services requests authorization to increase the contact amount by \$240,000 – from \$1,260,000 to \$1,500,000 – for the provision of anticipated printing and copying services for the duration of FY19, during which the service requirement will be re-bid.

### ENVIRONMENTAL SUSTAINABILITY

Minuteman Press is required by contract to use a minimum of thirty percent (30%) recycled, processed chlorine-free (“PCF”) paper, and when requested to use one hundred percent (100%) recycled PCF paper.

### RATIONALE FOR RECOMMENDATION

To ensure service continuity during the remaining one year of the contract term.

### ALTERNATIVE ACTIONS CONSIDERED

Discontinue use of the contract when funds are exhausted and require staff to obtain three (3) bids for every required print job estimated to exceed \$5,000 (the informal quotation threshold) until such time that a new contract is executed.

### CONTACT PERSON

Shari Hamilton, General Services Manager, Finance Department, 510-981-7329

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 8595 AMENDMENT: MINUTEMAN PRESS FOR CITYWIDE  
PRINTING AND COPYING SERVICES

WHEREAS, all City Departments require printing and copying services; and

WHEREAS, in September 2010, the City issued a Request for Proposal (“RFP”) for Citywide Printing and Copying Services; and

WHEREAS, of the six (6) responsive proposals submitted Minuteman Press, a local Berkeley business offered, based on the selection criteria of the RFP, the best overall value to the City; and

WHEREAS, on January 25, 2011 Council authorized the City Manager to execute a contract and any amendments with Minuteman Press; and

WHEREAS, the contract has been previously amended (Resolutions 65,160-N.S., 65,160-N.S., 67,701-N.S.) to extend the term through June 30, 2019 and increase the not to exceed amount to \$1,500,000.

WHEREAS, Minuteman Press has provided good value to the City; and

WHEREAS, the City experienced an increase in printing and copying needs during the FY2015 through FY2018 periods, which is expected to continue through FY2019, an additional \$240,000 is needed to cover anticipated expenditures.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 8595 with Minuteman Press to increase the not to exceed amount of the contract by \$240,000, from \$1,260,000 to \$1,500,000.

