



Rent Stabilization Board

RENT STABILIZATION BOARD

DATE: June 18, 2007
TO: Honorable Members of the Rent Stabilization Board
FROM: Jay Kelekian, Executive Director
SUBJECT: Recommendation to adopt Resolution authorizing the issuance of a Purchase Order for Inkworks Progressive Printing (“Inkworks”) for the 2007/2008 Fiscal Year in an amount not to exceed \$40,000.

Recommendation:

That the Board adopt the attached Resolution authorizing the issuance of a purchase order for Inkworks Progressive Printing (“Inkworks”) for the 2007/2008 Fiscal Year in an amount not to exceed \$40,000.

Background and Need For Rent Stabilization Board Action:

The Berkeley Charter, Section 67.5 states: “...any action providing for the expenditure of public money the amount of which exceeds an amount set by ordinance, as provided for in Section 67.5(b), shall be authorized by resolution of the Council or shall be done by contract authorized by resolution of the Council.” The amount set by ordinance for the Council is \$25,000. It has been the practice of the Board to review and approve expenditures greater than \$15,000.

The Rent Board uses Inkworks for printing and mailing its quarterly newsletter, apparent lawful rent ceiling letters and other outreach mailings. The cost of these mailings is approximately \$40,000 per fiscal year.

Financial Impact:

There will be sufficient funding in the 2007/08 fiscal year budget to cover this purchase order.

Name and Telephone Number of Contact Person:

Jay Kelekian, Executive Director
(510) 644-6128

RESOLUTION 07-

AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A PURCHASE ORDER FOR INKWORKS PROGRESSIVE PRINTING (“INKWORKS”) FOR THE FISCAL YEAR 2007/2008 IN AN AMOUNT NOT TO EXCEED \$40,000

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Rent Stabilization Board uses an outside printing agency throughout the fiscal year;

WHEREAS, the Board in the past has retained the services of Inkworks to print the Rent Board quarterly newsletters, Guide to Rent Control, Apparent Lawful Rent Ceiling and Annual General Adjustment notices and other outreach mailings;

WHEREAS, the Board wishes to continue using Inkworks for printing and other outreach mailings and services;

WHEREAS, the cost of these mailings is approximately \$40,000 per fiscal year;

WHEREAS, funds are available in the 2007/2008 Fiscal Year budget to cover the anticipated cost of printing.

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Rent Stabilization Board authorizes the Executive Director to issue a purchase order for Inkworks in an amount not to exceed \$40,000 for the 2007/2008 Fiscal Year.

Dated: June 18, 2007

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

Yes:
No:
Abstain:
Absent:

Jesse Arreguin
Chair, Rent Stabilization Board

Attest: _____
Jay Kelekian, Executive Director