



City of Sunnyvale

Agenda Item-No Attachments (PDF)

File #: 20-0495, Version: 1

REPORT TO COUNCIL

SUBJECT

Modify a Blanket Purchase Order with ImageX for Printing Services (F20-152)

REPORT IN BRIEF

Approval is requested to amend an existing blanket purchase order with ImageX of Pleasanton, CA, for printing services, increasing the not-to-exceed amount by \$20,134.67 for a new not-to-exceed total amount of \$118,134.67.

EXISTING POLICY

Pursuant to Section 2.08.040 of the Sunnyvale Municipal Code, City Council approval is required for contracts exceeding \$100,000 in any one transaction.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

The City has contracted with ImageX, under the City Manager's authority since 2018 for City print services as a result of a competitive Request for Quotations (RFQ-18-007), which included an initial annual award and two optional renewal years. ImageX has a broad range of services to support standard and promotional print projects, including business cards, quarterly utility billing inserts and banners and directional information for events such as the State of the City or Hands on the Arts. During the term of the blanket purchase order, the contract amount increased from an initial amount of \$60,000 to its current limit of \$98,000 under the City Manager's award authority. The increase in print jobs produced by ImageX were due to their unique ability to deliver high quality services within a quick turnaround time, and based on an increased quantity of City mailings that were printed and mailed, with postage added, through their office that are typically metered within the Print Shop. To pay outstanding invoices from the blanket purchase order that expired on March 31, an increase in the amount of \$20,134.67 is required. The City's new ERP will have additional controls in place to prevent the order of services or goods without the available capacity in the Purchase Order.

FISCAL IMPACT

Funding for the increase of the purchase order is available in the City's operating programs that use the services.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board

outside City Hall, Sunnyvale Public Library and Department of Public Safety; and by making the agenda and report available at the Office of the City Clerk and on the City's website.

RECOMMENDATION

Authorize the City Manager to amend the existing blanket purchase order with ImageX for printing services, in substantially the same format as Attachment 1 to the report, increasing the not-to-exceed amount by \$20,134.67 for a new total not-to-exceed amount of \$118,134.67.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Tim Kirby, Director of Finance

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Change Order to Blanket Purchase Order