



Office of the City Manager

CONSENT CALENDAR
May 23, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Henry Oyekanmi, Director, Finance
 Subject: Contract No. 32000164 Amendment: Synthesis Group, Inc. dba Minuteman Press Contract for Citywide Copying & Printing Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend and extend the City's contract with Minuteman Press, Contract No. 32000164, through January 31, 2025, and to approve additional appropriations related for performance of this contract. Original contract term was for three (3) years, with two (2) renewal years. The City is exercising the contractual renewal years.

FISCAL IMPACTS OF RECOMMENDATION

Funds are available in individual departmental budgets. An additional \$100,000 is required to complete the current fiscal year due to increased products and services resulting from needs during pandemic, and that will continue forward. The two-year extension period is estimated at \$200,000 per year (\$400,000). This brings the total projected expenditure over five (5) years to \$975,000.

CURRENT SITUATION AND ITS EFFECTS

Citywide Copying & Printing Services is a Strategic Plan Priority Project, advancing our goal to foster a dynamic, sustainable, and locally-based economy.

The original Minuteman contract was approved in the amount of \$575,000, which was provided funding for three years. Minuteman's performance has been above satisfactory to the City during the contract period.

Estimated annual spend going forward is \$200,000* per year. A spend breakdown is listed in the table below:

Initial Contract Amount	\$ 575,000
Funds for two-year contract extension	\$ 400,000*
Total Contract not-to-exceed	\$ 975,000

BACKGROUND

The City is satisfied with Minuteman's ability meet the requirements of City's departments for quality printing, short turn-around times, and low costs-per-copy, and, barring any major disruptions or negative feedback, intends to continue with Minuteman for the contract extension period.

Minuteman Press was originally awarded the contract for Citywide printing and copying services in FY 2020 as a result of Request for Proposals 19-11339-C, which received six (6) responses, and was evaluated by committee.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

As noted in the original staff report for the Minuteman contract, Minuteman Press Berkeley is a certified Bay Area Green Business since 2014 and has been collaborating for 25 years with the Printing Industries of Northern California (now Visual Media Alliance) in order to foster the use of recycled paper and to reduce the use of dangerous chemicals. Minuteman Press is also certified as a Disability Rights Business and is located in an EMBUD Water Smart Certified Building under The Bay Area Green Business Program guidelines.

RATIONALE FOR RECOMMENDATION

Minuteman Press is a Berkeley based business. Continuing the City's relationship will further the support of locally-based economy initiatives.

ALTERNATIVE ACTIONS CONSIDERED

None at this time, as the contract was awarded based on RFP results, and contains a provision to extend as required by the City.

CONTACT PERSON

Joshua Roben, Contracts Administrator, Finance, 510-981-7324

ATTACHMENTS:

1: Resolution Synthesis Group Inc. dba Minuteman Press Berkeley

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

CONTRACT NO. 32000164 AMENDMENT AND EXTENSION: SYNTHESIS GROUP, INC. DBA MINUTEMAN PRESS FOR CITYWIDE COPYING & PRINTING SERVICES

WHEREAS, City Council approved Resolution 69,240-N.S. on January 21, 2020 approving the contract for Citywide Copying and Printing Services with Synthesis Group Inc. dba Minuteman Press Berkeley by award of RFP Specification 19-11339-C as fully responsive to the City's request; and

WHEREAS, on January 31, 2023, the City Manager extension the term end date of the contract by extension letter for a new term end date of January 31, 2024; and

WHEREAS, City departments require ongoing copying and printing services, and have departmental budgets for those; and

WHEREAS, Minuteman Press is a Berkeley-based company, and amending and extending the contract continues to support the local economy; and

WHEREAS, the benefits of continuing with Minuteman Press outweigh administering a City of Berkeley RFP at this time.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend and extend Contract No. 32000164 with Minuteman Press as required to continue to meet the copying & printing-related needs of City departments; the contract value is now not-to-exceed \$975,000 through January 31, 2025.

