



Office of the City Manager

CONSENT CALENDAR  
September 16, 2025

To: Honorable Mayor and Members of the City Council  
From: Paul Buddenhagen, City Manager  
Submitted by: Henry Oyekanmi, Director, Finance  
Subject: Contract No. 32000164 Amendment: CGB Enterprise, LLC (purchased from Synthesis Group, Inc.) dba Minuteman Press Contract for Citywide Copying & Printing Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No: 32000164 with Minuteman Press, to provide copying and printing services to the City, increasing the amount by \$400,000 for an amended total amount not to exceed \$1,375,000 and extending the term until June 30, 2027.

FISCAL IMPACTS OF RECOMMENDATION

The total contract amount is NTE \$1,375,000. Funds are available in individual departmental budgets. The total estimated budget is \$200,000 per year.

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 provided funding for three years. Minuteman's performance has been above satisfactory to the City during the contract period. In May 23, 2023, a second resolution 70,842-N.S. was approved to increase the budget \$400,000 to a NTE total of \$975,000. This is the third, and final extension to increase the budget \$400,000 and extend the term another 2 years. After which, this contract will go back out to bid.

BACKGROUND

The City is satisfied with Minuteman's ability to meet the requirements of all City departments for quality printing, short turn-around times, low costs-per-copy, and ease of use.

Minuteman Press was one of two (2) vendors 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.

CONTACT PERSON

Henry Oyekanmi, Director, Finance, 510-981-7326

ATTACHMENTS:

1: Resolution Contract Amendment #32000164 Minuteman Press

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

CONTRACT NO. 32000164 AMENDMENT AND EXTENSION: CGB ENTERPRISE, LLC (PURCHASED FROM SYNTHESIS GROUP, INC.) DBA MINUTEMAN PRESS FOR CITYWIDE COPYING & PRINTING SERVICES

WHEREAS, City Council approved Resolution 70,843-N.S. on May 23, 2023 approving the contract amendment 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, CGB Enterprise purchased the Minuteman Press business from Synthesis Group and operates the same dba at the same address; 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 Contract No: 32000164 with Minuteman Press, to provide copying and printing services to the City, increasing the amount by \$400,000 for an amended total amount not to exceed \$1,375,000 and extending the term until June 30, 2027.

