

# Agenda Report

November 5, 2018

**TO:** Honorable Mayor and City Council

**FROM:** City Attorney/City Prosecutor's Department

**SUBJECT: CONTRACT AWARD TO WEST PUBLISHING CORPORATION FOR ONLINE LEGAL RESEARCH AND PUBLICATIONS, AS WELL AS LEGAL BOOKS AND FORMS**

## RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule);
2. Authorize the City Attorney to enter into a three-year contract with West Publishing Corporation for online legal research and publications, as well as legal books and forms, in an amount not to exceed \$252,837. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services; and
3. Grant the proposed contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

## BACKGROUND:

Attorneys and support staff in the City Attorney's/City Prosecutor's Department conduct research primarily through online legal research services and print publication subscriptions. In order to have access to the most recent court decisions, laws, regulations, and forms, the City Council is requested to authorize the referenced three-year contract. The following presents a breakdown of funds that may be expended on this contract:

Year 1 Base Contract Amount	\$74,364.00
Year 2 Base Contract Amount	\$76,594.92
Year 3 Base Contract Amount	\$78,892.77
Contingency (10 percent)	\$22,985.17

The Department has contracted with West for many years, and this contract would ensure a continuity of service, in the materials available to the Department. Additionally, staff believes that West's existing online and print materials offer the most robust package for municipal law departments and prosecuting agencies. Finally, the proposed contract reflects a substantial discount on the materials provided, as negotiated by the Department.

**COUNCIL POLICY CONSIDERATION:**

This proposed action supports the City Council's goal of maintaining fiscal responsibility and stability.

**ENVIRONMENTAL ANALYSIS:**

This project is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3). This contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA.

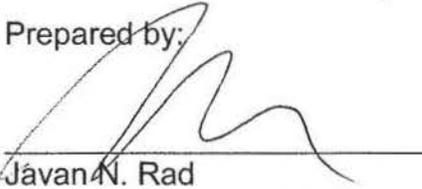
**FISCAL IMPACT:**

The total cost of this proposed action will not exceed \$252,837 during the three-year term. Funding for this action will be addressed by the utilization of existing budgeted appropriations, and future years will be subject to the City Council's approval of budgeted appropriations.

Respectfully submitted,

  
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MICHELE BEAL BAGNERIS  
City Attorney/City Prosecutor

Prepared by:

  
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