

Agenda Report

October 23, 2023

TO: Honorable Mayor and City Council
FROM: Department of Finance
SUBJECT: **AUTHORIZATION TO ENTER INTO CONTRACT WITH KELLY SPICERS STORES FOR SHEET-CUT PAPER, PARENT-SIZE PAPER, NCR, AND ENVELOPES SUPPLY NOT TO EXCEED \$183,693**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Accept the bid dated August 22, 2023 submitted by Kelly Spicers Stores in response to specifications to furnish sheet-cut paper, parent-sized paper, NCR, and envelopes and authorize the City Manager to enter into a contract with Kelly Spicers Stores for an amount not to exceed \$183,693 for a one-year period.

BACKGROUND:

The Printing Services section of the Department of Finance is dependent on reliable and fast delivery of substrate materials (e.g. envelopes, paper) for successful ongoing operations. These materials span a large range of sizes, weights, and finishes that are not available from office supply companies and are used to fulfill all in-house printing orders.

On August 10, 2023 a Notice Inviting Bids for provision of sheet-cut paper, parent-size paper, NCR, and envelopes was published in the *Pasadena Press* and *The Pasadena Journal News* and posted on the City's website, which generated notices to 2,823 vendors. The bid package included an estimated volume of total outsourced substrate purchases over a 12-month period.

The total volume of each substrate ordered annually was reviewed from several previous years and average volumes were established. These volumes were used to establish the projected annual volume of each category, which were then totaled to establish an overall total volume of substrate needed.

On August 22, 2023, one bid was received:

Bidder	Location	Bid Amount
Kelly Spicers Stores	Santa Fe Springs, CA	\$183,693

Kelly Spicers Stores was the only responsive and responsible bidder.

Since 2012 the City has conducted business with Kelly Paper issuing purchase orders for materials and supplies totaling over \$100,000.

The proposed contracts fully comply with the City's Competitive Bidding and Living Wage Ordinances.

COUNCIL POLICY CONSIDERATIONS:

Approval of these contract awards supports the City Council's strategic planning goals of maintaining fiscal responsibility and stability and promoting the local economy.

ENVIRONMENTAL IMPACT:

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract with Kelly Paper Company for paper and supply is an administrative activity (e.g., purchasing of supplies). This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:


The total cost of this action is an amount not to exceed \$183,693 over a one-year period. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Finance Department's Fiscal Year 2024 Operating Budget in the General Fund.

Respectfully submitted,



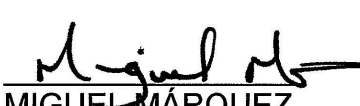
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