

Agenda Report

August 26, 2024

TO: Honorable Mayor and City Council
FROM: Department of Finance
SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ROBERT MEYERS STUDIO FOR OUTSOURCED PRINTING – LARGE FORMAT FOR AN AMOUNT NOT TO EXCEED \$1,109,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a “project” subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 21065 and within the meaning of Section 15378(b);
2. Authorize the City Manager to enter into a contract as the result of the competitive bidding process with Robert Meyers Studio for outsourced printing – large format in an amount not to exceed a grand total of \$1,109,000 for six-years, which includes the option for three one-year extensions or an amount not to exceed \$554,500 whichever occurs first, at the discretion of the City Manager, and;
3. Authorize the City Manager to approve no-cost amendments to the subject contract including durational extensions.

BACKGROUND:

The Printing Services section of the Finance Department will outsource oversized printing services including vinyl banners, wall posters, display boards, bus stop display art, and additional projects as required. This contract will address the need for printing of projects that require production specifications that are beyond the capabilities of the City’s in-house equipment and overflow work when current in-house production is at maximum capacity. For improved efficiency, control, and consistency of the services, the City has undertaken a competitive bidding process and selected a vendor for outsourced printing – large format.

On June 13, 2024, a Notice Inviting Bids for provision of printing services was published in the *Pasadena Press* and posted on the City's website, which generated notices to 3,238 vendors, 343 of which were local vendors. The bid package included an estimated volume of total outsourced large - format printing projects over a 12-month period.

Based on historical data, a selection of representative print run specifications were established. The total cost of each of these print runs was then multiplied by an estimated number of print runs that will be ordered annually. The total was used to establish the annual cost of large-format outsourced printing.

Vendors were invited to bid and advertising bids were received on June 27, 2024. The results are as follows:

Outsourced Printing – Large Format

<u>Bidders</u>	<u>Location</u>	<u>Bid Amount</u>
Robert Meyers Studio	Pasadena, CA	\$184,825.86
ARC Document Solutions	Los Angeles, CA	\$196,625.36
CR&A Custom, Inc.	Los Angeles, CA	\$256,939.83

Robert Meyers Studio was the lowest responsive and responsible bidder, and is a local business. The City has done business with Robert Meyers Studio in the past, issuing purchase orders totaling over \$200,000 since 2021 for outsourced printing – large format.

It is recommended that the City Council authorize a contract award to Robert Meyers Studio as they are the lowest responsive and responsible bidder. The proposed contract fully complies with the Competitive Bidding and Living Wage Ordinances.

COUNCIL POLICY CONSIDERATIONS:

Approval of this contract award addresses the City Council's goals of maintaining fiscal responsibility and stability and supporting and promoting the local economy.

ENVIRONMENTAL IMPACT:

CEQA excludes, from environmental review, actions that are not "projects" as defined by CEQA Guidelines Section 21065 and within the meaning of Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of "project" continuing administrative or maintenance activities, such as purchases for supplies and services. The actions proposed herein, authorizing the City Manager to enter into a contract to outsource large format printing, is the purchasing of supplies and services, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

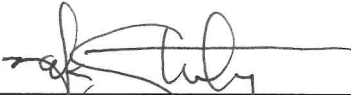
The maximum cost of this action will be approximately \$1,109,000 over a six-year period. The annual costs for Fiscal Year (FY) 2025 will be covered by existing appropriations in the FY 2025 Adopted Operating Budget. Thereafter, appropriations will be budgeted during the annual operating budget process to address the remainder of the contract terms.

Respectfully submitted,



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