



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: OCTOBER 1, 2013

ITEM NUMBER:

**SUBJECT:** AMENDMENT TO REPROGRAPHIC SERVICES CONTRACT WITH ORANGE COUNTY PUBLISHING SERVICES

**DATE:** SEPTEMBER 26, 2013

**FROM:** CEO's OFFICE/CENTRAL SERVICES DIVISION

**PRESENTATION BY:** BILL LOBDELL, COMMUNICATIONS DIRECTOR

**FOR FURTHER INFORMATION CONTACT:** LEIGH CHALKLEY (714) 754-5237  
BILL LOBDELL (714) 754-5288

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## **RECOMMENDATION:**

Staff recommends that the City Council approve the amendment (see Attachment 1) to reprographic services contract with Orange County Publishing Services (County of Orange) for offset printing, reprographics and bindery services in an amount not to exceed \$100,000 for each contract year. The original agreement (Attachment 2) was for a three (3) year term with two (2) one-year renewals.

## **BACKGROUND:**

On June 19, 2012, the City Council approved a contract with the Orange County Publishing Services (County of Orange) for an amount not to exceed \$50,000. An annual contract with the County of Orange was signed on January 8, 2013. (Attachments 3 and 4: Staff report and minutes from the June 19, 2012 City Council meeting.)

The City elected to contract with the County of Orange because of its superior printing operations and cost savings. The City's in-house printing costs were estimated at approximately \$105,000.

The City's contracting with the County of Orange for reprographic services (after the retirement of the City's lone offset press operator) has proven successful. In fact, City staff is relying increasingly on the county's excellent services. In the first seven months since execution of the contract, it's projected that the City will use \$78,000 in reprographic services through January 2014, or \$28,000 more than approved by the City Council in June 2012. Although the approved contract was for \$50,000 for the 2012-2013 fiscal year, during the subsequent 6 month negotiation with the County over certain terms of the agreement, the amount of the contract was inadvertently changed to a \$75,000 not-to-exceed amount. The proposed amendment will rectify this discrepancy. In addition, due to the delay between contract approval and execution, it is recommended that the term of the contract be modified to eliminate any confusion

over the fiscal year contract limit versus annual limits commencing on execution of the agreement.

For comparison, the smaller City of Newport Beach recently decided to contract its reprographic services with the County of Orange. Its annual budget is \$150,000.

**ANALYSIS:**

Staff is seeking an amendment to the current contract with Orange County Publishing Services that would increase the not-to-exceed amount to \$100,000 per fiscal year and revise the term to coincide with the fiscal year. The City projects that the actual annual cost for the 2013-14 fiscal year will be under \$80,000, but seeks the additional \$20,000 for contingencies.

**FISCAL REVIEW:**

The City's in-house reprographics costs were estimated at \$105,000. City staff projects it will spend under \$80,000 in fiscal year 2013-14 with Orange County Publishing Services.

**LEGAL REVIEW:**

The City Attorney's Office has prepared the attached contract amendment and approved it.

**CONCLUSION:**

Staff recommends that the City Council approve an amendment to the City's contract for reprographic services with Orange County Publishing Services that would increase the annual fiscal year not-to-exceed amount to \$100,000.

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**BILL LOBDELL**  
Communications Director

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**RICK FRANCIS**  
Assistant CEO

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**STEVE DUNIVENT**  
Interim Director of Finance

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**THOMAS P. DUARTE**  
City Attorney

- ATTACHMENTS:
1. [Amendment to Orange County Publishing Services contract](#)
  2. [Contract with Orange County Publishing Services](#)
  3. [Staff Report from June 19, 2012 City Council meeting](#)
  4. [Minutes from June 19, 2012 City Council meeting](#)