



**GENERAL SERVICES AGENCY
PRINT & MAIL
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: May 15, 2018 - **REVISED**

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Maria Benavides		PHONE: 624-7223		

SUBJECT: First Amendment to Agreement No. 28137 with Central Valley Business Forms, Inc.

REQUEST(S):

That the Board of Supervisors:

1. Approve an amendment to Agreement No. 28137 with Central Valley Business Forms, Inc. to increase the agreement amount by \$50,000, from \$150,000 to \$200,000, retroactive to April 16, 2018 through June 30, 2018. This agreement is retroactive to ensure no interruption in service during the time needed to negotiate the amendment.
2. Find that the Board had the authority to enter into the proposed agreement as of April 16, 2018, and that it was in the County's best interest to enter into the agreement on that date.
3. Authorize the Chairman to sign the agreement amendment.

SUMMARY:

On June 6, 2017, the Board approved Agreement No. 28137 with Central Valley Business Forms, Inc. (CVBF) to provide printing and type-setting services to the County. CVBF's specialty printing services include promotional products, apparel, large format printing, custom printed orders, trade show displays, business cards, decals, and specialty envelopes. County departments access these services through the Print & Mail Division of the General Services Agency.

The awarded contract amount was \$150,000. However, due to an unexpected increase in color print service requests, and the variation in the types of products and services requested by County departments, Print & Mail estimates an additional

SUBJECT: First Amendment to Agreement No. 28137 with Central Valley Business Forms, Inc.

DATE: May 15, 2018

\$50,000 will cover the remaining work orders for specialty services for this fiscal year. Additionally, Print & Mail is in the process of conducting a Request for Proposals in order to provide an opportunity to obtain fair and competitive pricing for print and type-setting services in fiscal year 2018/19.

The original agreement was approved as to form by County Counsel on May 15, 2017 and was approved by the Board of Supervisors on June 06, 2017. There were no substantive deviations from the standard County boilerplate identified in the original agenda item. The proposed amendment to the agreement does not include any additional deviations from the standard County boilerplate.

The only change to the original agreement, as amended to date, is a change in dollar amount of the agreement. The price for services has not changed.

It is requested that the Board approve the amendment to Agreement No. 28137 with Central Valley Business Forms, Inc. to increase the agreement amount by \$50,000, from \$150,000 to \$200,000, effective April 16, 2018 to June 30, 2018; and authorize the Chairman to sign the Agreement Amendment.

FISCAL IMPACT/FINANCING:

There are no net County costs to the General Fund. Print services are paid for by the individual departments based upon their requirements for service.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Organizational Performance initiative to improve organizational effectiveness. The recommended Board action helps fulfill this initiative by ensuring continuous improvement by allowing the print shop to efficiently produce printing for customers without interruption of service.

ADMINISTRATIVE SIGN-OFF:

Art Arreola
Print and Mail Services Manager

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) Agreement Amendment with CVBF

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF FIRST AMENDMENT)
TO AGREEMENT NO. 28137 WITH) RESOLUTION NO. _____
CENTRAL VALLEY BUSINESS) AGREEMENT NO. _____
FORMS, INC.)**

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved an amendment to Agreement No. 28137 with Central Valley Business Forms, Inc. to increase the agreement amount by \$50,000, from \$150,000 to \$200,000, retroactive to April 16, 2018 through June 30, 2018. This agreement is retroactive to ensure no interruption in service during the time needed to negotiate the amendment.
2. Found that the Board had the authority to enter into the proposed agreement as of April 16, 2018, and that it was in the County's best interest to enter into the agreement on that date.
3. Authorized the Chairman to sign the agreement amendment.