


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: City Attorney's Office and City Manager's Budget Office	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  5/23/24

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDERS WITH THE SOURCING GROUP, LLC AND E&J VALUEPLUS DBA SENDNLINK FOR MAILING AND PRINTING SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or her designee to:

- Amend purchase orders OP 64565 with The Sourcing Group, LLC (Aliso Viejo, CA) and OP 64583 with E&J ValuePlus dba SendNLink (San José, CA) for mailing and printing services, subject to the appropriation of funds for the period ending December 31, 2024; and
- Exercise up to two additional one-year options to extend the term of the purchase orders, with the last option ending on or about December 31, 2026, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION:

The Finance Department currently oversees Citywide blanket purchase orders for mailing and printing services. These Citywide blanket purchase orders allow City departments to obtain mailing and printing services on an as-needed basis. Vendors provide various mailing and printing services that enable City departments to send out notices, inform residents of upcoming events and changes, and print letters and documents.

In November 2021, a competitive Request for Quotes was released by the Finance Department to procure these services. The Request for Quotes provisioned for a one-year initial term and an additional four one-year options for the City to extend the term. Three responsive bids were submitted, and no protests were received. One vendor, E&J ValuePlus dba SendNLink (SendNLink) qualified for the City's local and small business preferences. Staff awarded to SendNLink and The Sourcing Group, LLC as the two lowest priced, responsive, and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(2). The option period for January 1, 2024 to December 31, 2024 is estimated to have a total cost not-to-exceed \$500,000 between the two purchase orders, and future options will be subject to appropriation. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

This request is for Citywide blanket open purchase orders against which departments can leverage as needed to pay for their printing services. Respective departments will provide their budget and funding information at the time they decide to leverage the purchase orders and will be responsible for initiating the payment of invoices for the services they receive.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov.