

# County Of Sonoma Agenda Item Summary Report

**Clerk of the Board Use Only**  
**Meeting Date**                      **Held Until**  
 /   /    /   /  
**Agenda Item No:**                      **Agenda Item No:**  
 \_\_\_\_\_                                      \_\_\_\_\_

**Department:** General Services

**4/5 Vote Not Required**

**Contact:**  
Gene Clark

**Phone:**  
(707) 565-2433

**Board Date:**  
9/29/2009

**AGENDA SHORT TITLE:** Forms Management Service.

**REQUESTED BOARD ACTION:** Authorize the Purchasing Agent to execute a one-year agreement with American Solutions for Business Incorporated for the management of forms and related services for up to \$100,000 per contract year. The Purchasing Agent may amend this Agreement to increase the amount paid by no more than \$25,000 per contract year. Should the Purchasing Agent so amend the Agreement, the total amount payable under the Agreement, as amended, shall not exceed \$125,000 per contract year.

## CURRENT FISCAL YEAR FINANCIAL IMPACT

**EXPENDITURES:**

**ADDITIONAL FUNDS REQUIRING BOARD APPROVAL:**

<b>Estimated Cost</b>	<b>\$64,635.50</b>	<b>Contingencies</b>	<b>\$0</b>
		<b>(Fund Name:)</b>	
<b>Amount Budgeted</b>	<b>\$64,635.50</b>	<b>Unanticipated Revenue</b>	<b>\$0</b>
		<b>(Source:)</b>	
<b>Other Available Appropriations</b>	<b>\$0</b>	<b>Other Transfers</b>	<b>\$0</b>
<b>(Explain Below)</b>		<b>(Source:)</b>	
<b>Additional Requested</b>	<b>\$0</b>	<b>Additional Funds Requested</b>	<b>\$0</b>

**Explanation (if required):** Cost is subject to each department's respective use of this service. Amount budgeted is based on each department's budget.

**Prior Board Action:** April 6, 2004 item number 26, the Board authorized Purchasing Agent to execute a one-year agreement with four one-year renewal options, and March 24, 2009 item number 23, the Board approved the extension of existing contract with Golden Pacific Systems through September 30, 2009.

**Alternatives – Results of Non-Approval:** Each County department would be responsible for their own forms management. Additional staff time would be required to manage all of the forms within each department with limited storage space available.

**Background:**

The General Services Purchasing Division contracts for forms management and related services for all County of Sonoma departments. Forms management services include the preparation, printing, and warehousing of forms that can not be printed in house by Reprographics. In addition, these services also include the maintenance of current stock and delivery of such stock to departments. The vendor will work directly with County departments, respond to requests to update forms, assist with the creation of new forms, and help to determine the appropriate quantity of forms to print and stock.

General Services Purchasing Division solicited proposals on July 21, 2009, from 10 qualified vendors. Three vendors responded to the request for proposal: Golden Pacific Systems Incorporated, American Solutions for Business Incorporated, and Bibbero Systems Incorporated. All three of the vendors demonstrated their ability to provide the County with a forms management system. The proposals illustrated each vendor's level of quality, types of service offered, as well as total cost for the various forms. The evaluation committee evaluated the proposals and selected American Solutions for Business based on the company's demonstrated ability to provide both the high level of quality and service required. Additionally, American Solutions for Business prices were the lowest in annual cost to provide these services. A cost analysis of the vendors' proposals demonstrates an annual savings of four percent with respect to the recommended vendor.

Expenditures for forms management are approximately \$64,635.50 per year, and are included in each department's budget. In no event shall the agreement expenditure exceed \$100,000.00 per year without prior approval from the Purchasing Agent. The contract term shall be for one year, with four one-year options to extend. Due to the market volatility of paper, suppliers are unwilling to hold prices fixed and firm for longer than one-year terms.

**Recommendation:**

Authorize the Purchasing Agent to execute a one-year agreement with American Solutions for Business Incorporated for the management of forms and related services for up to \$100,000 per contract year. The Purchasing Agent may amend this Agreement to increase the amount paid by no more than \$25,000 per contract year. Should the Purchasing Agent so amend the Agreement, the total amount payable under the Agreement, as amended, shall not exceed \$125,000 per contract year.

**Attachments:**

**On File With Clerk:** Agreement, including all exhibits thereto; request for proposal

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**Board Action (If other than "Requested")**

**Vote:**