



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN SERVICES AGENCY

**File #:** 18-337

Board Meeting Date: 4/24/2018

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Nicole Pollack, Director, Human Services Agency  
**Subject:** Amendment to the agreement with Lasky Trade Printing for Printing Services, with an option to extend the term by two years

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Lasky Trade Printing to provide printing services for the Human Services Agency, increasing the amount of the agreement by \$200,000 for a total amount not to exceed \$300,000 for the term of January 16, 2018 through January 15, 2019, with an option to extend the term by two years through January 15, 2021.

### **BACKGROUND:**

The County of San Mateo Human Services Agency ("HSA") provides public services that help protect children and vulnerable adults, and assists with food, housing, health care and employment. HSA provides printed materials and essential information about these services in its lobbies, and through the mail, that helps residents achieve and sustain a healthy, safe and productive life. In addition, HSA requires additional administrative items printed such as business cards, letter head, customer service forms, and business reply envelopes.

Recently the County's master printing service contract expired. HSA did not have a backup printing contract to support its business needs. Due to the urgent business needs of the Agency, HSA did not have time to conduct a Request for Proposals (RFP). On December 11, 2017, HSA initiated a Request for Quotes (RFQ) with a short turnaround time to identify a printing vendor that could produce cost effective, bulk, full color orders. Based off the RFQ, two vendors were awarded Agreements. Lasky Trade Printing was selected as the primary printing vendor that best met HSA's printing needs and with the most competitive pricing model. HSA entered into an agreement with Lasky Trade Printing on January 16, 2018 for a total obligation of \$100,000 for the term of one year to cover its immediate needs with the intent to increase funding to support services through the term of the agreement. A second agreement was awarded to JP Graphics for banners and maps.

### **DISCUSSION:**

This Amendment extends the amount of the agreement with Lasky Trade Printing by \$200,000 to

support services through January 15, 2019 with an option to extend the agreement term by two years through January 15, 2021 if required to meet the business and operational needs of HSA.

HSA is requesting that the Board of Supervisors waive the RFP requirement for this agreement due to its emergency need for printed materials to maintain its business operations. In addition, based on HSA's request for quotes, Lasky provided the widest array of services most used by HSA at the most competitive rate.

If and when County Procurement enters into a new printing Agreement, HSA will assess its agreement with Lasky Trade Printing at that time and determine the need to terminate or continue the Agreement based on its needs.

County Counsel has reviewed and approved the agreement and resolution as to form.

Approval of this amendment contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing public service information and resources that inform and engage San Mateo County residents. Based on an electronic customer satisfaction survey, it anticipated that 95% of users will report being satisfied with the printing services for FY 2017-18 and FY 2018-19. It is also anticipated that 95% of print jobs requested will be delivered within three (3) to five (5) business days for Fiscal Years 2017-18 and 2018-19.

**PERFORMANCE MEASURES:**

Measure	FY 2017-18 Anticipated	FY 2018-19 Projected
Percent of customers that report they are satisfied with the printing services provided, based on electronic survey.	95%	95%
Percent of print jobs delivered within three (3) to five (5) business days of placing the order.	95%	95%

**FISCAL IMPACT:**

The term of the amended agreement is January 16, 2018 through January 15, 2019. The amount is being increased by \$200,000 for a new total obligation not to exceed \$300,000. The additional expense incurred under this amended Agreement will be distributed out to the HSA programs that benefit from this Agreement. The distributed expenses will be claimed under the benefiting HSA programs. Funding is estimated to be 70% state and federal, 30% Net County Cost. Budgetary appropriation for this agreement is included in the FY 2017-18 Adopted Budget, and will be included in the FY 2018-19 Recommended Budget.