



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 8, 2014  
Action Item for the City Council Meeting of July 15, 2014

**DATE:** July 8, 2014  
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### Supply Agreement for Blueprinting Services

**CAPTION:**

Motion approving a supply agreement with ARC Document Solutions, Corpus Christi, Texas for blueprinting services in accordance with Bid Invitation No. BI-0160-14 based on only bid for an estimated annual expenditure of \$116,009.74, of which \$19,334.97 is required for the remainder of FY 2013-2014. The term of the agreement shall be for twelve (12) months with options to extend for up to two (2) additional twelve-month periods, subject to the approval of the supplier and the City Manager or designee. Funds have been budgeted by the using departments in FY 2013-2014.

**PURPOSE:**

This supply agreement will be used by the Utilities, Capital Programs, and Gas Departments for reproducing original subdivision plats, block maps, construction prints, land use maps and other architectural/engineering drawings.

**BACKGROUND AND FINDINGS:**

All options to extend the previous contract have been exercised.

**ALTERNATIVES:**

None.

**OTHER CONSIDERATIONS:**

None.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Utilities, Gas, Capital Programs

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2013-2014</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$22,047.30	\$96,674.77	\$118,722.07
Encumbered / Expended Amount		\$2,712.33	\$0	\$2,712.33
This item		\$19,334.97	\$96,674.77	\$116,009.74
BALANCE		\$0	\$0	\$0

Fund(s): Gas Fund, Engineering Fund, Wastewater System Fund

**Comments:** The \$19,334.96 financial impact shown above represents two (2) months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$96,674.78 for the last ten (10) months of the contract will be requested during the normal FY 2014-2015 budget approval process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation