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Date of Revision: 08-13-03
Revised Page Number: 1
Item No. 10
Date of Authority Meeting: 08-14-03

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO SIGN AN INTERAGENCY AGREEMENT WITH THE DEPARTMENT
OF WATER RESOURCES FOR REPROGRAPHIC SERVICES**

Agenda Item: 10

Meeting Date: 8-14-03

Summary: This resolution would authorize the Director, or designee, to sign an Interagency Agreement to provide reprographic services for the California Bay-Delta Authority.

Recommended Action: Adopt Resolution 03-08-22.

Staff Recommendation: Staff recommends that the Authority adopt the attached resolution, which would approve an interagency agreement with the Department of Water Resources to provide reprographics services for the Authority.

Background

The purpose of the proposed interagency agreement is to provide pre-press services, offset printing operations, digital copy production, and bindery operations and services, for one year, from July 1, 2003, through June 30, 2004. These reprographics services are primarily for printing of meeting materials, reports, and other documents for distribution to the public. Attachment 1 is the Scope of Work which explains the services to be provided.

Fiscal Information

Funding Source: General Fund
Term: July 1, 2003 through June 30, 2004
Total Amount: ~~\$50,000.00~~ \$48,000.00

List of Attachments

Proposed Scope of Work

Contact

Name: Pauline Nevins

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CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-22

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE,
TO SIGN AN INTERAGENCY AGREEMENT WITH THE DEPARTMENT OF WATER
RESOURCES FOR REPROGRAPHIC SERVICES

WHEREAS, the California Bay-Delta Authority requires reprographic services, primarily for the printing of meeting materials, reports, and other materials for distribution to the public;

NOW, THEREFORE, BE IT RESOLVED the Authority authorizes the Director, or designee, to sign an interagency agreement with the Department of Water Resources for reprographic services, as generally described in the attached proposed scope of work for an amount not to exceed ~~\$50,000.00~~ \$48,000.00, subject to appropriation of adequate funds.

CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Bay-Delta Authority held on August 14, 2003.

Dated:

Heidi Rooks
Assistant to the California Bay-Delta Authority

Attachment 1
Department of Water Resources Reprographics Services
Proposed Scope of Work

1. Background

The California Bay-Delta Authority (CBDA) requires the support of a reprographics office to provide pre-press services, offset printing operations, digital copy production, and bindery operations and services. These reprographics services are primarily in support of public meetings (meeting notices, packets and materials) and printing of reports and other documents (brochures, newsletters, etc.) for distribution to the public. Reprographics services are not available in-house.

The proposed contract is an interagency agreement with the California Department of Water Resources, Reprographics Office. The proposed Contractor is familiar with CBDA materials and has a demonstrated track record of meeting work commitments on schedule.

2. General Statement of Work

The Contractor agrees to provide reprographics services to CBDA on an as-needed basis.

Contractor is responsible for purchasing all reprographics materials and maintenance of all machinery and equipment. The contract is for labor services only.

This contract does not include mailing or distribution of printed materials.

CBDA staff will provide the Contractor with as much advance notice of jobs as possible. Contractor may sub-contract out CBDA reprographics work to meet CBDA deadlines, according to State printing procurement rules.

3. Deliverables

Contractor will provide a complete reprographics service, including: project coordination, on-time deliveries, quality results, and consultation. Products are professional black and white or color documents in formats including, but not limited to, meeting notices, meeting packets, brochures, newsletters, magazines, posters, postcards, letterhead and envelopes, and business cards.

4. Representatives

CBDA Program Manager:

Pauline Nevins
California Bay-Delta Authority
650 Capitol Mall, 5th Floor
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(916) 445-7207

The CBDA Program Manager shall serve as the primary contact with the Contractor. The Program Manager shall oversee Contractor's work under this contract.

Contact persons can be changed upon written notice to the other party. All inquiries should be directed to the representatives listed above.

6. Location of Work

The primary place of performance will be at the DWR Reprographics Plant in West Sacramento.

7. Term

The term of this agreement shall be July 1, 2003 through June 30, 2004.

8. Payment

The maximum amount payable under this agreement shall not exceed ~~\$50,000.00~~ \$48,000.00, and shall include all applicable taxes.