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MAR 28 2007

By The Office of The City Clerk

Zuprinco Printing

INVITATION FOR BID

[Formal - Nonprofessional Services]

Reproduction and Plan Room Services (Re-Bid) City of Sacramento

Date and Time Bid Due

2:00 p.m., March 28, 2007

Invitation for Bid No.

B071181073

CITY OF SACRAMENTO Department of Finance Procurement Services Department/Division Name

RETURN BID TO:

CITY OF SACRAMENTO Historic City Hall Office of the City Clerk 915 I St., 1st Floor Sacramento, CA 95814

The return of a signed copy of this form shall constitute a promise to supply in accordance with all terms and conditions shown herein.

CONTRACTOR

Empty box for contractor information

Requesting Department:

City of Sacramento Finance Division Procurement Services (Rachel Rosas) 915 I St., 2nd Floor Sacramento, CA 95814 916/808-5918 (Telephone) RRosas@CityofSacramento.org

BIDDER

By (Signature)

[Handwritten signature]

Print Name

BRIAN LEE

Title

General Mgr.

Contractor Phone No.

(916) 383-5757

Contractor Fax No.

(916) 383-5759

Federal Tax ID No.

68-0175325

Payment Terms

net 30 days

E-Mail Address

brian@zuprinco.com

Business Tax Cert. No.

4758

For furnishing to the City of Sacramento, Finance Department:

Table with columns: Item No., Quantity, Description, Unit Price, Extension

Reproduction and Plan Room Services in accordance with the following pricing schedule, provisions, and specifications.

Contact for information:

Procurement Services: Rachel Rosas (916) 808-5918

Date Sent: 12Mar07

By: Rach

INVITATION FOR BID

INVITATION FOR BID NO. B071181073

FOR SERVICES/SUPPLIES: Reproduction and Plan Room Services, City of Sacramento

To the City of Sacramento:

The undersigned bidder (hereafter referred to as the "bidder" or the "Contractor") submits the attached bid, and certifies as follows: that the only persons or parties interested in this bid as principals are those named herein as bidder; that this bid is made without collusion with any other person, firm, or corporation; that in submitting this bid the bidder has examined all of the Contract Documents identified below; that the bidder proposes and agrees that if this bid is accepted, the bidder will execute and fully perform the contract for which bids are called; that the bidder shall perform all the work and/or furnish all the materials specified in the Contract Documents, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the bidder shall take in full payment therefore, the prices set forth in the attached Pricing Schedule.

CONTRACT DOCUMENTS

Performance of and payment for the contract for which bids are called shall be subject to all terms and conditions of the Invitation for Bids, the Bid Instructions and Requirements, the Bid, the Pricing Schedule(s), the Items Requiring Bidder Response, the Required Submittals, the General Conditions, and any Addenda, Amendments, Special Provisions, Specifications, Plans or other requirements applicable to performance of the work and/or furnishing the materials specified herein. Such documents, referred to herein as the 'Contract Documents', are fully incorporated herein by this reference and are collectively referred to as the 'Contract'. By submitting this Bid, the Contractor agrees to fully perform each and every provision of the Contract, provided that City awards the Contract to the Contractor, and provided further that City shall have no obligation hereunder unless and until such award is made. Contractor shall not make any changes to this form without City's written approval, and any changes made without such approval shall be void.

To Be Filled Out By Bidder and Returned w/Bid Package

Name of Company: ZUPRINCO
Address: 5310-F Power Inn Rd., Sacramento 95820
Phone No. (916) 383-5757 Fax No. (916) 383-5759
State Tax Id No 443 52474 Federal Tax Id No. 68-0175325
City of Sacramento, Business Operation Tax Certificate No. 4758
TYPE OF BUSINESS ENTITY (check one): Individual/Sole Proprietor Partnership
 Corporation Limited Liability Company Other (please specify: _____)
BY: [Signature] (signature of authorized person)
Name and Title:

Note: All information submitted in or in connection with a bid is submitted under penalty of perjury. The City shall have the right to terminate at any time any contract awarded pursuant to a bid that contains false information.

FOR CITY USE ONLY

The Bid was opened on _____.

Bid Bond Required: No; Yes - Amount: \$ _____

Received: Cashiers or Certified Check drawn on a California bank; Surety Bond

City Clerk/Procurement Services Manager

CONTRACT AWARD

Bid Items Included in the Contract: All Items, unless otherwise specified below

Specify: _____

Contract Not-to-Exceed Amount: \$ _____

Award Date: _____

CONTRACT APPROVAL

Approved as to Form:

Approved:

Attest:

City Attorney

City Manager
(Or Authorized Designee)

City Clerk

**Pricing Schedule, Group A
 Photocopy Services**

Line Item	Description	# of Originals	Quantity	Unit Price	Extended Pricing
01	Photocopy, Black & White, One Side, 8 ½ x 11, up to 100 Originals.		100	\$ <u>0.022</u>	\$ <u>2.20</u>
02	Photocopy, Black & White, One Side, 8 ½ x 11, Between 101 and 250 Originals		10	\$ <u>0.025</u>	\$ <u>0.25</u>
03	Photocopy, Black & White, One Side, 8 ½ x 11, Between 251 and 499 Originals		5	\$ <u>0.030</u>	\$ <u>0.15</u>
04	Photocopy, Black & White, One Side, 8 ½ x 11, Between 500 and 999 Originals		2	\$ <u>0.035</u>	\$ <u>0.07</u>
05	Photocopy, Black & White, One Side, 8 ½ x 11, Over 1,000 originals		2	\$ <u>0.040</u>	\$ <u>0.08</u>
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06	Photocopy, Color, One Side, 8 ½ x 11, Up to 100 Originals		100	\$ <u>0.35</u>	\$ <u>35.00</u>
07	Photocopy, Color, One Side, 8 ½ x 11, Between 101 and 250 Originals		10	\$ <u>0.50</u>	\$ <u>5.00</u>
08	Photocopy, Color, One Side, 8 ½ x 11, Between 251 and 499 Originals		5	\$ <u>0.50</u>	\$ <u>2.50</u>
09	Photocopy, Color, One Side, 8 ½ x 11, Between 500 and 999 Originals		2	\$ <u>0.60</u>	\$ <u>1.20</u>
10	Photocopy, Color, One Side, 8 ½ x 11, Over 1,000 Originals		2	\$ <u>0.60</u>	\$ <u>1.20</u>
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11	Photocopy, Black & White, One Side, 8 ½ x 14, Up to 100 Originals		100	\$ <u>0.05</u>	\$ <u>5.00</u>
12	Photocopy, Black & White, One Side, 8 ½ x 14, Between 101 and 250 Originals		10	\$ <u>0.06</u>	\$ <u>0.60</u>
13	Photocopy, Black & White, One Side, 8 ½ x 14, Between 251 and 499		5	\$ <u>0.07</u>	\$ <u>0.35</u>

Invitation for Bid B071181073
 Reproduction and Plan Room Services

	Originals				
14	Photocopy, Black & White, One Side, 8 ½ x 14, Between 500 and 999 Originals		2	\$ <u>0.07</u>	\$ <u>0.14</u>
15	Photocopy, Black & White, One Side, 8 ½ x 14, Over 1,000 Originals		2	\$ <u>0.07</u>	\$ <u>0.14</u>
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16	Photocopy, Color, One Side, 8 ½ x 14, Up to 100 Originals		100	\$ <u>0.35</u>	\$ <u>35.00</u>
17	Photocopy, Color, One Side, 8 ½ x 14, Between 101 and 250 Originals		10	\$ <u>0.50</u>	\$ <u>5.00</u>
18	Photocopy, Color, One Side, 8 ½ x 14, Between 251 and 499 Originals		5	\$ <u>0.50</u>	\$ <u>2.50</u>
19	Photocopy, Color, One Side, 8 ½ x 14, Between 500 and 999 Originals		2	\$ <u>0.60</u>	\$ <u>1.20</u>
20	Photocopy, Color, One Side, 8 ½ x 14, Over 1,000 Originals		2	\$ <u>0.60</u>	\$ <u>1.20</u>
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21	Photocopy, Black & White, One Side, 11 x 17, Up to 100 Originals		100	\$ <u>0.06</u>	\$ <u>6.00</u>
22	Photocopy, Black & White, One Side, 11 x 17, Between 101 and 250 Originals		10	\$ <u>0.06</u>	\$ <u>0.60</u>
23	Photocopy, Black & White, One Side, 11 x 17, Between 251 and 499 Originals		5	\$ <u>0.07</u>	\$ <u>0.35</u>
24	Photocopy, Black & White, One Side, 11 x 17, Between 500 to 999 Originals		2	\$ <u>0.07</u>	\$ <u>0.14</u>
25	Photocopy, Black & White, One Side, 11 x 17, Over 1,000 Originals		2	\$ <u>0.07</u>	\$ <u>0.14</u>
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26	Photocopy, Color, One Side, 11 x 17, Up to 100 Originals		100	\$ <u>0.45</u>	\$ <u>45.00</u>
27	Photocopy, Color, One Side, 11 x 17, Between 101 and 250 Originals		10	\$ <u>0.55</u>	\$ <u>5.50</u>
28	Photocopy, Color, One Side, 11 x 17, Between 251 and 499 Originals		5	\$ <u>0.57</u>	\$ <u>2.85</u>
	Photocopy, Color, One Side,				

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 Reproduction and Plan Room Services

29	11 x 17, Between 500 and 999 Originals		2	\$ <u>0.70</u>	\$ <u>1.40</u>
30	Photocopy, Color, One Side, 11 x 17, Over 1,000 Originals		2	\$ <u>0.70</u>	\$ <u>1.40</u>
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31	Photocopy, Black & White, Two Sides, 8 ½ x 11, Up to 100 Originals		100	\$ <u>0.045</u>	\$ <u>4.50</u>
32	Photocopy, Black & White, Two Sides, 8 ½ x 11, Between 101 to 250 Originals		10	\$ <u>0.06</u>	\$ <u>0.60</u>
33	Photocopy, Black & White, Two Sides, 8 ½ x 11, Between 251 and 499 Originals		5	\$ <u>0.07</u>	\$ <u>0.35</u>
34	Photocopy, Black & White, Two Sides, 8 ½ x 11, Between 500 and 999 Originals		2	\$ <u>0.07</u>	\$ <u>0.14</u>
35	Photocopy, Black & White, Two Sides, 8 ½ x 11, Over 1,000 Originals		2	\$ <u>0.07</u>	\$ <u>0.14</u>
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36	Photocopy, Color, Two Sides, 8 ½ x 11, Up to 100 Originals		100	\$ <u>0.70</u>	\$ <u>70.00</u>
37	Photocopy, Color, Two Sides, 8 ½ x 11, Between 101 and 250 Originals		10	\$ <u>0.85</u>	\$ <u>8.50</u>
38	Photocopy, Color, Two Sides, 8 ½ x 11, Between 251 and 499 Originals		5	\$ <u>0.90</u>	\$ <u>4.50</u>
39	Photocopy, Color, Two Sides, 8 ½ x 11, Between 500 and 999 Originals		2	\$ <u>1.00</u>	\$ <u>2.00</u>
40	Photocopy, Color, Two Sides, 8 ½ x 11, Over 1,000 Originals		2	\$ <u>1.00</u>	\$ <u>2.00</u>
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Invitation for Bid B071181073
 Reproduction and Plan Room Services

Pricing Schedule, Group A – Photocopy Services (continued)

Line Item	Description	# of Originals	Quantity	Unit Price	Extended Pricing
41	Photocopy, Black & White, Two Sides, 8 ½ x 14, Up to 100 Originals		100	\$ <u>0.06</u>	\$ <u>6.00</u>
42	Photocopy, Black & White, Two Sides, 8 ½ x 14, Between 101 and 250 Originals		10	\$ <u>0.06</u>	\$ <u>0.60</u>
43	Photocopy, Black & White, Two Sides, 8 ½ x 14, Between 251 and 499 Originals		5	\$ <u>0.07</u>	\$ <u>0.35</u>
44	Photocopy, Black & White, Two Sides, 8 ½ x 14, Between 500 and 999 Originals		2	\$ <u>0.10</u>	\$ <u>0.20</u>
45	Photocopy, Black & White, Two Sides, 8 ½ x 14, Over 1,000 Originals		2	\$ <u>0.10</u>	\$ <u>0.20</u>
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46	Photocopy, Color, Two Sides, 8 ½ x 14, Up to 100 Originals		100	\$ <u>0.75</u>	\$ <u>75.00</u>
47	Photocopy, Color, Two Sides, 8 ½ x 14, Between 101 to 250 Originals		10	\$ <u>0.85</u>	\$ <u>8.50</u>
48	Photocopy, Color, Two Sides, 8 ½ x 14, Between 251 and 499 Originals		5	\$ <u>0.90</u>	\$ <u>4.50</u>
49	Photocopy, Color, Two Sides, 8 ½ x 14, Between 500 to 999 Originals		2	\$ <u>1.00</u>	\$ <u>2.00</u>
50	Photocopy, Color, Two Sides, 8 ½ x 14, Over 1,000 Originals		2	\$ <u>1.00</u>	\$ <u>2.00</u>
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51	Photocopy, Black & White, Two Sides, 11 x 17, Up to 100 Originals		100	\$ <u>0.09</u>	\$ <u>9.00</u>
52	Photocopy, Black & White, Two Sides, 11 x 17, Between 101 and 250 Originals		10	\$ <u>0.11</u>	\$ <u>1.10</u>
53	Photocopy, Black & White, Two Sides, 11 x 17, Between 251 and 499 Originals		5	\$ <u>0.12</u>	\$ <u>0.60</u>

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 Reproduction and Plan Room Services

54	Photocopy, Black & White, Two Sides, 11 x 17, Between 500 and 499 Originals		2	\$ <u>0.14</u>	\$ <u>0.28</u>
55	Photocopy, Black & White, Two Sides, 11 x 17, Over 1,000 Originals		2	\$ <u>0.15</u>	\$ <u>0.30</u>
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56	Photocopy, Color, Two Sides, 11 x 17, Up to 100 Originals		100	\$ <u>0.80</u>	\$ <u>80.00</u>
57	Photocopy, Color, Two Sides, 11 x 17, Between 101 and 250 Originals		10	\$ <u>0.85</u>	\$ <u>8.50</u>
58	Photocopy, Color, Two Sides, 11 x 17, Between 251 and 499 Originals		5	\$ <u>0.90</u>	\$ <u>4.50</u>
59	Photocopy, Color, Two Sides, 11 x 17, Between 500 and 999 Originals		2	\$ <u>1.00</u>	\$ <u>2.00</u>
60	Photocopy, Color, Two Sides, 11 x 17, Over 1,000 Originals		2	\$ <u>1.00</u>	\$ <u>2.00</u>
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Invitation for Bid B071181073
 Reproduction and Plan Room Services

Pricing Schedule, Group A – Photocopy Services (continued)

Line Item	Description	# of Originals	Quantity	Unit Price	Extended Pricing
61	Photocopy, One Side, Colored Bond, 8 ½ x 11		5,000	\$ 0.020	\$ 100 ⁰⁰
62	Photocopy, One Side, Colored Bond, 8 ½ x 14		5,000	\$ 0.022	\$ 110 ⁰⁰
63	Photocopy, One Side, Colored Bond, 11 x 17		5,000	\$ 0.036	\$ 180 ⁰⁰
64	Photocopy, One Side, Card Stock #67, Multiple Colors, 8 ½ x 11		100	\$ 0.10	\$ 10 ⁰⁰
65	Photocopy, One Side, Card Stock #67, Multiple Colors, 8 ½ x 14		100	\$ 0.12	\$ 12 ⁰⁰
66	Photocopy, One Side, Card Stock #67, Multiple Colors, 11 x 17		100	\$ 0.17	\$ 17 ⁰⁰
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67	Tabs, Bank of 3		1	\$ 2 ⁰⁰	\$ 2 ⁰⁰
68	Tabs, Bank of 4		1	\$ 2 ⁰⁰	\$ 2 ⁰⁰
69	Tabs, Bank of 5		1	\$ 2 ⁵⁰	\$ 2 ⁵⁰
70	Tabs, Bank of 8		1	\$ 4 ⁰⁰	\$ 4 ⁰⁰
	<b>Pricing Schedule, Group A</b>		Subtotal		\$ 901 ⁵²

**Pricing Schedule – Group B  
 Large Document Copying Services**

This includes: 1:1 Image; Enlargement; and Reduction Services. Originals may be 24"x36" and 36"x48".

Line Item	Description	Qty	U/M	Unit Price	Extended Pricing
71	Black & White, Image, Bond, 1 to 10 Sq. Ft.		Each	\$ 0.15	\$ 0.15
72	Black & White, Image, Bond, 11 to 20 Sq. Ft.		Each	\$ 0.15	\$ 0.15
73	Black & White, Image, Bond, over 20 Sq. Ft.		Each	\$ 0.15	\$ 0.15
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74	Color, Image, Bond, 1 to 10 Sq. Ft.		Each	\$ 2.00	\$ 2.00
75	Color, Image, Bond, 11 to 20 Sq. Ft.		Each	\$ 2.00	\$ 2.00
76	Color, Image, Bond, over 20 Sq. Ft.		Each	\$ 2.00	\$ 2.00
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77	Enlargement or Reduction Bond, 1 to 10 Sq. Ft.		Each	\$ 0.15	\$ 0.15
78	Enlargement or Reduction Bond, 11 to 20 Sq. Ft.		Each	\$ 0.15	\$ 0.15
79	Enlargement or Reduction Bond, over 20 Sq. Ft.		Each	\$ 0.15	\$ 0.15
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80	Black & White, Vellum, 1 to 10 Sq. Ft.		Each	\$ 0.45	\$ 0.45
81	Black & White, Vellum, 11 to 20 Sq. Ft.		Each	\$ 0.45	\$ 0.45
82	Black & White, Vellum, over 20 Sq. Ft.		Each	\$ 0.45	\$ 0.45
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83	Color, Vellum, 1 to 10 Sq. Ft.		Each	\$ 2.00	\$ 2.00
84	Color, Vellum, 11 to 20 Sq. Ft.		Each	\$ 2.00	\$ 2.00
85	Color, Vellum, over 20 Sq. Ft.		Each	\$ 2.00	\$ 2.00
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86	Black & White, Mylar, 1 to 10 Sq. Ft.		Each	\$ 2.00	\$ 2.00
87	Black & White, Mylar, 11 to 20 Sq. Ft.		Each	\$ 2.50	\$ 2.50

Invitation for Bid B071181073
 Reproduction and Plan Room Services

Pricing Schedule, Group B – Large Document Copying Services (continued)

Line Item	Description	# of Originals	Quantity	Unit Price	Extended Pricing
88	Black & White, Mylar, over 20 Sq. Ft.		Each	\$ 3.00	\$ 3.00
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89	Color, Mylar, 1 to 10 Sq. Ft.		Each	\$ 4.00	\$ 4.00
90	Color, Mylar, 11 to 20 Sq. Ft.		Each	\$ 4.00	\$ 4.00
91	Color, Mylar, over 20 Sq. Ft.		Each	\$ 4.00	\$ 4.00
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92	Enlargement or Reduction Vellum, 1 Sq. Ft.		Sq. Ft.	\$ 0.45	\$ 0.45
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93	Enlargement or Reduction Mylar, 1 Sq. Ft.		Sq. Ft.	\$ 0.45	\$ 0.45
	<b>Pricing Schedule, Group B</b>		Subtotal		\$ 34.65

**Pricing Schedule – Group C  
 Binding / Finishing Services**

Line Item	Description	Qty	U/M	Unit Price	Extended Pricing
94	Spiral Bind, Under 1" in Thicknesses		Book	\$ 0.50	\$ 0.50
95	Spiral Bind, 1" to 1-¼" in Thicknesses		Book	\$ 0.52	\$ 0.52
96	Spiral Bind, 1-¼" to 1 ½" in Thickness		Book	\$ 0.55	\$ 0.55
97	Spiral Bind, 1-½" to 1-¾" in Thickness		Book	\$ 0.70	\$ 0.70
98	Spiral Bind, 1 ¾" to 2" in Thicknesses		Book	\$ 0.75	\$ 0.75
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99	Drill Three (3) Holes; and "Chicago Screw" posts up to 1"		Job	\$ 1.00	\$ 1.00
100	Drill Three (3) Holes; and "Chicago Screw" posts over 1"		Job	\$ 1.24	\$ 1.24
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101	Two (2) or Three (3) Hole Punching per 500 Sheets or Less		Job	\$ 0.75	\$ 0.75
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102	Book Stapling under ½"	1	Job	\$ 0.24	\$ 0.24
103	Book Stapling over ½"	1	Job	\$ 0.50	\$ 0.50
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104	Folding, One-Fold, 11"x17"	1	Job	\$ 0.05	\$ 0.05
105	Folding, Two-Fold, 11"x17"	1	Job	\$ 0.05	\$ 0.05
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106	Blue Bind and Stapling	1	Job	\$ 0.50	\$ 0.50
	Pricing Schedule, Group C		Subtotal		\$ 7.35

**Pricing Schedule – Group D
 Mounting Services**

Line Item	Description	Qty	U/M	Unit Price	Extended Pricing
107	Chip Board (Thin Cardboard), 1 Sq. Ft.		Sq. Ft.	\$ <u>1.50</u>	\$ <u>1.50</u>
108	Foam Board, 3/16" Thick, 1 Sq. Ft.		Sq. Ft.	\$ <u>2.00</u>	\$ <u>2.00</u>
109	Foam Board, 1/2" Thick, 1 Sq. Ft.		Sq. Ft.	\$ <u>4.00</u>	\$ <u>4.00</u>
110	Gator Board, 3/16" Thick, 1 Sq. Ft.		Sq. Ft.	\$ <u>3.50</u>	\$ <u>3.50</u>
111	Gator Board, 1/2" Thick, 1 Sq. Ft.		Sq. Ft.	\$ <u>4.00</u>	\$ <u>4.00</u>
	Pricing Schedule, Group D		Subtotal		\$ <u>15.00</u>

**Pricing Schedule – Group E
 Laminating Services**

Line Item	Description	Qty	U/M	Unit Price	Extended Pricing
112	Gloss Finish for Mounted Work, 1 Sq. Ft.		Sq. Ft.	\$ <u>1.20</u>	\$ <u>1.20</u>
113	Matte Finish for Mounted Work, 1 Sq. Ft.		Sq. Ft.	\$ <u>1.20</u>	\$ <u>1.20</u>
114	Gloss Finish for Unmounted Work, "Encapsulation," 6 Mils Thick		Sq. Ft.	\$ <u>1.20</u>	\$ <u>1.20</u>
115	Gloss Finish for Unmounted Work, "Encapsulation," 10 Mils Thick		Sq. Ft.	\$ <u>2.10</u>	\$ <u>2.10</u>
116	Matte Finish for Unmounted Work, "Encapsulation," 6 Mils Thick		Sq. Ft.	\$ <u>1.20</u>	\$ <u>1.20</u>
	Pricing Schedule, Group E		Subtotal		\$ <u>6.90</u>

**Pricing Schedule – Group F
 Archiving / Plan Room Services**

Line Item	Description	Qty	U/M	Unit Price	Extended Pricing
117	Posting of Documents/Drawing Files to Electronic Plan Room	1	Sheet	\$ 1.00	\$ 1.00
118	Monthly Maintenance	1	Lump Sum	\$400.00	\$ 400.00
119	Burn CD-ROM	1	Each	\$ 5.00	\$ 5.00
Pricing Schedule, Group F			Subtotal		\$ 406.00

Schedule	Subtotal
Pricing Schedule, Group A – Photocopy Services	\$ 901.52
Pricing Schedule, Group B – Large Document Copying Services	\$ 34.65
Pricing Schedule, Group C – Binding / Finishing Services	\$ 7.35
Pricing Schedule, Group D – Mounting Services	\$ 15.00
Pricing Schedule Group E – Laminating Services	\$ 6.90
Pricing Schedule, Group F – Archiving / Plan Room Services	\$ 406.00
Grand Total, Pricing Schedules, Groups A – F	\$ 1371.42

Physical Address of Contractor's Work Yard:

5310-F Power Inn Rd.
Sacramento, CA 95820

Price Increases

Complete the information below or the above prices will be fixed for the term of the contract (potentially 3-years). For each year that the contract is extended, the total charge per item listed above may be increased in an amount not to exceed the following:

1st Option Year 0 % increase above the base period
2nd Option Year 5 % increase above the 1st Option Year pricing

Requests for price increases are to be made in writing from the Contractor. Adjustments are not automatic. Requests must state the actual percentage increase requested and reasons justifying the request for increase. The proposed percentage increases beyond the first year may be considered as a basis for award of contract.


In compliance with the Contract Documents, the undersigned hereby proposes to furnish all required labor, materials, supervision, transportation, equipment, services, taxes and incidentals required for:

1. All bids shall be based upon the scope of work as described in the Technical Specifications.
2. The work to be done in strict conformity with the Contract Documents.

Unspecified Services/Supplies

For additional services and supplies not listed, state the percentage discount that would be allowed the City from your Published Price List(s) and provide a list of such services. Price List Number, date and applicable price column will be provided by the Contractor at the time of inquiry by the City.

Percentage Discount Allowed the City: 10 %

CONTRACTOR SIGNATURE: 


Pricing Schedule Notes

1. The actual costs quoted above shall be binding for the term of the contract and shall include all direct and indirect costs including State sales tax incidental to the bid price.
2. If awarded the Agreement, the undersigned agrees to sign said Agreement and furnish the necessary surety bonds and insurance certificates within ten (10) days after receipt of the notice of award of Agreement, and to begin work when directed by the City.
3. In determining the amount bid by each bidder, the City shall disregard mathematical errors in addition, subtraction, multiplication, and division that appear obvious on the face of the Proposal. When such a mathematical error appears on the face of the Proposal, the City shall have the right to correct such error and to compute the total amount bid by said bidder on the basis of the corrected figure or figures.
4. When an item price is required to be set forth in the Proposal, and the total for the item set forth separately does not agree with a figure which is derived by multiplying the item price times the Project Manager's estimate of the quantity of work to be performed for said item, the item price shall prevail over the sum set forth as the total for the item unless, in the sole discretion of the City, such a procedure would be inconsistent with the policy of the bidding procedure. The total paid for each such item of work shall be based upon the item price and not the total price. Should the Proposal contain only total price for the item and the item price is omitted, the City shall determine the item price by dividing the total price for the item by the Project Manager's estimate of the estimated quantities of work to be performed as items of work.
5. If the Proposal contains neither the item price nor the total price for the item, then it shall be deemed incomplete and the Proposal shall be disregarded.
6. The undersigned has checked carefully all of the foregoing figures and understands that the City of Sacramento will not be responsible for any errors or omissions on the part of the undersigned in making up this Bid Proposal.
7. The undersigned agrees that all addenda received and acknowledged herein shall become a part of and be included in this Bid Proposal. The Bid Proposal includes the following addenda:

Add. #	_____	Date
Add. #	_____	Date
Add. #	_____	Date

NOTE: State whether your concern is a corporation, a co-partnership, private individual, or individuals doing business under a firm name. If the bidder is a corporation, the Bid Proposal must be executed in the name of the corporation and must be signed by a duly authorized officer of the corporation. If the Bidder is a partnership, the Bid Proposal must be executed in the name of the partnership and one of the partners must subscribe their signature thereto as the authorized representative of the partnership.

CONTRACTOR ZUPRINCO

By 
(Signature)

BRIAN LEE
(Print or Type)

Title General Manager

Address 5310-F Power Inn Rd.
Sacramento, CA 95820

Telephone Number (916) 383-5757

Facsimile Number (916) 383-5759

Date 3/28/07

Contractor's License Number N/A Type _____

Expiration Date _____

Federal Tax Identification Number 68-0175325

State of California Tax Identification Number 44352474

City of Sacramento

Business Operation Tax Certificate Number* 4758

*The City will not award a contract without the company being registered with the City of Sacramento. Upon recommendation of award, the potential awardee must obtain a Business Operation Tax Certificate Number. The City of Sacramento will not make an award, without the Business Operation Tax Certificate.

DRUG-FREE WORKPLACE POLICY AND AFFIDAVIT

**BID PROPOSAL MAY BE DECLARED NONRESPONSIVE IF THIS FORM (COMPLETED) IS NOT ATTACHED.
Pursuant to City Council Resolution CC90-498 dated 6/26/90 the following is required.**

The undersigned contractor certifies that it and all subcontractors performing under this Agreement will provide a drug-free workplace by:

1. Publishing a "Drug-Free Workplace" statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Establishing a Drug-Free Awareness Program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The contractor's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance program.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Notify employees that as a condition of employment under this Agreement, employees will be expected to:
 - a. Abide by the terms of the statement.
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace.
4. Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy on the "Drug-Free Workplace" statement.
5. Taking one of the following appropriate actions, within thirty (30) days of receiving notice from an employee or otherwise receiving such notice, that said employee has received a drug conviction for a violation occurring in the workplace:
 - a. Taking appropriate disciplinary action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

* I certify that no person employed by this company, corporation, or business has been convicted of any criminal drug statute violation on any job site or project where this company, corporation or business was performing, within three years of the date of my signature below.

EXCEPTION: _____
Date Violation Type Place of Occurrence

If additional space is required use back of this form.

*** The above statement will also be incorporated as a part of each subcontract agreement for any and all subcontractors selected for performance on this project.**

IN THE EVENT THIS COMPANY, CORPORATION, OR BUSINESS IS AWARDED THIS CONSTRUCTION AGREEMENT, AS A RESULT OF THIS BID; THE CONTRACTOR WITH HIS/HER SIGNATURE REPRESENTS TO THE CITY THAT THE INFORMATION DISCLOSED IN THIS DOCUMENT IS COMPLETE AND ACCURATE. IT IS UNDERSTOOD AND AGREED THAT FALSE CERTIFICATION IS SUBJECT TO IMMEDIATE TERMINATION BY THE CITY.

The Representations Made Herein On This Document Are Made Under Penalty Of Perjury.

CONTRACTOR'S NAME: ZUPRICO
BY: [Signature] General Mgr. **Date:** 3/28/07
Signature Title

Effects of violations: a. Suspension of payments under the Agreement. b. Suspension or termination of the Agreement. c. Suspension or debarment of the contractor from receiving any Agreement from the City of Sacramento for a period not to exceed five years.

Declaration of Compliance – Equal Benefits Ordinance

Name of Company: ZUPRINCO

Address: 5310-F Power Inn Rd., Sacramento, CA 95820

The above named Consultant ("Contractor") hereby declares and agrees as follows:

1. I have read and understand the Requirements of the Non-Discrimination In Employee Benefits Code (the "Requirements") provided to me by the City of Sacramento ("City") in connection with my City contract or agreement ("Contract").
2. As a condition of receiving the City Contract, I agree to fully comply with the Requirements, as well as any additional requirements that may be specified in the City's Non-Discrimination In Employee Benefits Code codified at Chapter 3.54 of the Sacramento City Code (the "Ordinance").
3. I understand, to the extent that such benefits are not preempted or prohibited by federal or state law, employee benefits covered by the Ordinance, are any of the following:
 - a. Bereavement Leave
 - b. Disability, life, and other types of insurance
 - c. Family medical leave
 - d. Health benefits
 - e. Membership or membership discounts
 - f. Moving expenses
 - g. Pension and retirement benefits
 - h. Vacation
 - i. Travel benefits
 - j. Any other benefit offered to employees

I agree that should I offer any of the above listed employee benefits, that I will offer those benefits, without discrimination between employees with spouses and employees with domestic partners, and without discrimination between the spouses and domestic partners of such employees.

4. I understand that I will not be considered to be discriminating in the provision or application of employee benefits under the following conditions or circumstances:
 - a. In the event that the actual cost of providing a benefit to a domestic partner or spouse, exceeds the cost of providing the same benefit to a spouse or domestic partner of an employee, I will not be required to provide the benefit, nor shall it be deemed discriminatory, if I require the employee to pay the monetary difference in order to provide the benefit to the domestic partner or to the spouse.
 - b. In the event I am unable to provide a certain benefit, despite taking reasonable measures to do so, if I provide the employee with a cash equivalent, I will not be deemed to be discriminating in the application of that benefit.
 - c. If I provide employee benefits neither to employee's spouses nor to employee's domestic partners.
 - d. If I provide employee benefits to employees on a basis unrelated to marital or domestic partner status.

- e. If I submit, to the Program Coordinator, written evidence of making reasonable efforts to end discrimination in employee benefits by implementing policies which are to be enacted before the first effective date after the first open enrollment process following the date the Contract is executed with the City.

I understand that any delay in the implementation of such policies may not exceed one (1) year from the date the Contract is executed with the City, and applies only to those employee benefits for which an open enrollment process is applicable.

- f. Until administrative steps can be taken to incorporate, in the infrastructure, nondiscrimination in employee benefits.

The time allotted for these administrative steps will apply only to those employee benefits for which administrative steps are necessary and may not exceed three (3) months from the date the Contract is executed with the City.

- g. Until the expiration of a current collective bargaining agreement(s) where, in fact, employee benefits are governed by a collective bargaining agreement(s).

- h. I take all reasonable measures to end discrimination in employee benefits by either requesting the union(s) involved agree to reopen the agreement(s) in order for me to take whatever steps are necessary to end discrimination in employee benefits or by my ending discrimination in employee benefits without reopening the collective bargaining agreement(s).

- i. In the event I cannot end discrimination in employee benefits despite taking all reasonable measures to do so, I provide a cash equivalent to eligible employees for whom employee benefits (as listed previously), are not available.

Unless otherwise authorized in writing by the City Manager, I understand this cash equivalent must begin at the time the union(s) refuse to allow the collective bargaining agreement(s) to be reopened or no longer than three (3) months from the date the Contract is executed with the City.

- 5. I understand that failure to comply with the provisions of Section 4. (a) through 4. (i), above, will subject me to possible suspension and/or termination of this Contract for cause; repayment of any or all of the Contract amount disbursed by the City; debarment for future contracts until all penalties and restitution have been paid in full; deemed ineligible for future contracts for up to two (2) years; the imposition of a penalty, payable to the City, in the sum of \$50.00 for each employee, for each calendar day during which the employee was discriminated against in violation of the provisions of the Ordinance.

- 6. I understand and do hereby agree to provide each current employee and, within ten (10) days of hire, each new employee, of their rights under the Ordinance. I further agree to maintain a copy of each such letter provided, in an appropriate file for possible inspection by an authorized representative of the City. I also agree to prominently display a poster informing each employee of these rights.


- 7. I understand that I have the right to request an exemption to the benefit provisions of the Ordinance when such a request is submitted to the Procurement Services Division, in writing with sufficient justification for resolution, prior to contract award.

I further understand that the City may request a waiver or exemption to the provisions or requirements of the Ordinance, when only one contractor is available to enter into a contract or agreement to occupy and use City property on terms and conditions established by the City; when sole source conditions exist for goods, services, public project or improvements and related construction services; when there are no responsive bidders to the Ordinance requirements and the contract is for essential goods or services;

when emergency conditions with public health and safety implications exist; or when the contract is for specialized legal services if in the best interest of the City.

9. In consideration of the foregoing, I shall defend, indemnify and hold harmless, the City, its officers and employees, against any claims, actions, damages, costs (including reasonable attorney fees), or other liabilities of any kind arising from any violation of the Requirements or of the Ordinance by me.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind the Contractor to the provisions of this Declaration.

 3/28/07
Signature of Authorized Representative Date

Brian Lee, General Manager
Print Name & Title

DATE BID OPENED <u>3-28-07</u>
EMPLOYEE INITIALS <u>V.M.</u>
MARK ONE BOX FOR EACH ITEM ONLY
BID SECURITY
<input checked="" type="checkbox"/> NONE REQUIRED
<input type="checkbox"/> PROPERLY SIGNED
BID DEPOSIT TYPE
<input type="checkbox"/> BID BOND
<input type="checkbox"/> CALIF. BANK CASHIER'S CHECK
<input type="checkbox"/> CERTIFIED CHECK
<input type="checkbox"/> CASH
<input type="checkbox"/> CALIF. BANK MONEY ORDER
AFTER AWARD OF BID
<input type="checkbox"/> SECURITY RETURNED
<input type="checkbox"/> SECURITY ACCEPTED
EMPLOYEE INITIALS _____
DATE _____

**DECLARATION OF COMPLIANCE
Living Wage Ordinance**

Name of Contractor: Zuprinco

Address: 5310-F Power Inn Rd. Sacramento, CA 95820

Contracting Department: Printing

The above-named contractor ("Contractor") hereby declares and agrees as follows:

1. I have read and understand the Living Wage Requirements provided to me by the City of Sacramento ("City") in connection with the City's request for proposals or other solicitation for the performance of services under a City contract.
2. As a condition of receiving the City contract, I agree to fully comply with the Living Wage Requirements, as well as any additional requirements that may be specified in the City's Living Wage Ordinance codified at Chapter 3.58 of the Sacramento City Code (the "Ordinance"). If required by the Ordinance, I will pay not less than the minimum compensation specified in the Ordinance to my employees, for all time spent performing any work under my City contract.
3. If the amount of my City contract is less than \$100,000, as a condition of receiving this contract I will notify the City in writing if the aggregate value of my City contract and of any other Nonprofessional Services contract(s) covered by the Ordinance that the City has awarded to me within the previous 12 months, is \$100,000 or more.
4. I acknowledge and agree that the Living Wage Requirements, the Ordinance and this Declaration shall constitute part of my City contract, and that these provisions shall govern in the event of any conflict with any other provisions of the contract.
5. I further acknowledge and agree that any violation of the Living Wage Requirements or the Ordinance constitutes a material breach of my City contract, and that, if such a breach occurs, the City will be authorized to terminate the contact, and pursue all available legal and equitable remedies.
6. If requested by the City, I will promptly submit certified payroll records to the City, for myself and/or for my subcontractor(s), as requested by the City, and I will take any other steps as may be required by the City to determine whether my subcontractor(s) or I have complied with the Living Wage Requirements and the Ordinance.
7. I will require all of my subcontractors who are covered by these requirements to comply with the Living Wage Requirements and any additional requirements that may be specified in the Ordinance, and I will include these requirements in all subcontracts covered by the Ordinance.
8. I will defend, indemnify and hold harmless the City, its officers and employees against any claims, actions, damages, costs (including reasonable attorney fees) or other liabilities of any kind arising from any violation of the City's Living Wage Requirements or the Ordinance by me or by any subcontractor retained to perform work or provide services under my City contract.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind the Contractor to the provisions of this Declaration.

 3/28/07
Signature of Authorized Representative Date

Print Name & Title: Brian Lee, General Manager

Small Business / Emerging Small Business Enterprise Certification

NOTE: Bidders must provide responses to the following items. Failure to provide a response to each of the items in this section may be grounds for rejection of bid.

1. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION

Is the firm submitting the bid certified by the City of Sacramento as a Small Business Enterprise? Check the appropriate block below:

YES - the firm submitting the bid is certified by the City of Sacramento as a Small Business Enterprise.

NO - the firm submitting the bid is not certified by the City of Sacramento as a Small Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number ZUP5000310A.

2. EMERGING BUSINESS ENTERPRISE (EBE) CERTIFICATION

Is the firm submitting the bid certified by the City of Sacramento as an *Emerging* Business Enterprise? Check the appropriate block below:

YES - the firm submitting the bid is certified by the City of Sacramento as an Emerging Business Enterprise.

NO - the firm submitting the bid is not certified by the City of Sacramento as an Emerging Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number ZUP5000310A.

NOTE: SBE/EBE FIVE PERCENT (5%) BID EVALUATION PREFERENCE

On February 9, 1999, the Sacramento City Council adopted an Emerging and Small Business Development program to provide enhanced opportunities for the participation of small business enterprises (SBEs) and emerging business enterprises (EBEs) in the City's contracting and procurement activities. Any bid or quotation submitted by a firm that is certified as a SBE by the City of Sacramento, or that is certified as an EBE by the City of Sacramento, will receive a five percent (5%) bid evaluation preference for the purpose of determining the lowest responsible bidder. If, after applying the 5% bid evaluation preference, the bid of an SBE/EBE firm receiving such preference is determined to be the lowest responsible bid, the award will be made for the actual amount bid. **To receive this bid evaluation preference, a firm must be certified as a SBE or EBE at the time of bid opening.** Questions regarding eligibility for SBE/EBE certification should be addressed to the City of Sacramento Office of Small Business Development at (916) 808-6747.



DEPARTMENT OF FINANCE
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

915 I STREET
2ND FLOOR
SACRAMENTO, CA 95814

CENTRAL SERVICES
CONTRACT SERVICES
OFFICE OF SMALL BUSINESS DEVELOPMENT
PURCHASING

PHONE: 916-808-6240
FAX: 916-808-5747

March 6, 2006

ZUPRINCO PRINTING COMPANY
5310-F POWER INN RD
SACRAMENTO, CA 95820

Subject: Emerging and Small Business Enterprise Certification

Congratulations! The City of Sacramento Office of Small Business Development (OSBD) has determined that your firm meets the criteria for certification under the **Emerging and Small Business Development (ESBD) Program**.

Effective this day, your firm has been certified as an **Emerging Business Enterprise**. This certificate will expire **March 31, 2008**. It is your responsibility to notify this office, within thirty (30) days, of any change in certification status of your firm. Failure to do so will result in revocation of this certification issued by this office. The City's Office of Small Business Development reserves the right to review the certification at any time for purposes of certification compliance.

Your vendor code number is **ZUP5000310A**, which may be used when working with any City of Sacramento procurement or contracting project. You must notify this office within (30) days if there is a change of ownership, business name, or address. It will also be your responsibility to contact our office prior to your expiration date for a recertification application.

Keep this letter as proof of ESBD certification. Thank you for joining the City of Sacramento ESBD Program family. If you have any questions about your certification please call our new phone number **(916) 808-6747**.

Sincerely,

Trevor Walton
Program Specialist