

## **FOR CONSIDERATION**

**July 15, 2010**

**TO:** The Directors

**FROM:** Dennis M. Mullen

**SUBJECT:** Procurement of: Reprographic (Printing, copying & related) Services

**REQUEST FOR:** Authorization to Enter into a contract with National Reprographics Incorporated for Reprographic Services

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### **I. Contract Summary**

Contractor: National Reprographics Incorporated  
Scope of Services: Reprographics  
Contract Term: Three (3) years  
Contract Amount: Not to exceed \$45,000  
Funding Source: Corporate account

### **II. Background**

This contract provides volume discounted pricing for reprographic services for copying, standard and large size formats used for printing plans, specifications, and other project related printed materials

### **III. Contractor Selection Process**

An RFP was prepared and advertised in the Contract Reporter on March 30<sup>th</sup> 2010. Seven (7) firms responded. Proposals included unit prices for various size and types of document and printing-related services. The review committee consisted of a Senior Counsel, the Vice President of Design & Construction, and Construction Cost Estimator of the Design & Construction Department. Based on the unit prices provided, the low bidder was determined to be National Reprographics Incorporated.

Pursuant to State Finance Law Section 163(9)(f) and the Corporation's policy related thereto, staff has; a) considered proposed contractor's ability to perform the services provided for in the proposed contract; and b) consulted the list of offerers determined to be non-responsible bidders and debarred offerers maintained by the New York State Office of General Services. Based on the foregoing, staff considers the proposed contractor to be responsible.

#### **IV. Scope of Work**

Services related to printing and reproduction including printing large size architectural drawings; standard size work, specialized printing related services including document management, digital media, and Computer Aided Drafting support services.

#### **V. Contract Term, Price and Funding**

- The proposed term of the contract is three (3) years
- ESDC will be invoiced based on the unit prices provided in the proposal
- This contract will be funded through the Corporate account

#### **VI. Non-Discrimination/Affirmative Action**

ESDC's non-discrimination and affirmative action policy will apply to this contract. National Reprographics Incorporated is a NYS certified Woman Business Enterprise

#### **VII. Environmental Review**

ESD staff has determined that the authorization of payment for printing services does not constitute an action as defined by the New York State Environmental Quality Review Act ("SEQRA") and the implementing regulations of the New York State Department of Environmental Conservation. No further environmental review is required in connection with the authorization.

#### **VIII. Requested Action**

The Directors are requested to approve the entry into a contract with National Reprographics Incorporated for up to three (3) years with cost of services not to exceed forty five thousand dollars (\$45,000).

#### **XI. Attachments**

Resolution

**July 15, 2010**

EMPIRE STATE DEVELOPMENT CORPORATION – Authorization to Enter Into a Contract with National Reprographics Incorporated to provide Reprographic Services and to Take Related Actions

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BE IT RESOLVED, that upon the basis of the materials presented to this meeting (the “Materials”), a copy of which is hereby ordered filed with the records of the Corporation, it is

RESOLVED, that the Corporation is hereby authorized to enter into a contract with National Reprographics Incorporated in an amount not to exceed forty five thousand dollars (\$45,000) and a term not to exceed three (3) years for the purposes and services, and substantially on the terms and conditions, set forth in the Materials; and be it further

RESOLVED, that the President of the Corporation or his designee be, and each of them hereby is, authorized to take such action and execute such documents as may be necessary or appropriate to carry out the foregoing resolution.

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