

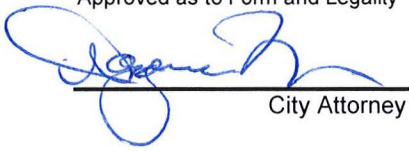
FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2016 APR 14 PM 6:11

# OAKLAND CITY COUNCIL

RESOLUTION No. 86145 C.M.S.

Introduced by Councilmember \_\_\_\_\_

  
City Attorney

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR DESIGNEE TO WAIVE COMPETITIVE BIDDING AND AWARD A ONE-YEAR CONTRACT FOR THE PURCHASE OF CUSTOMIZED, E-Z FOLD CHECK STOCK NEEDED FOR ACCOUNTS PAYABLE, PAYROLL, RETIREMENT, AND SUCCESSOR REDEVELOPMENT AGENCY PAYMENTS TO CTP SOLUTIONS , IN AN AMOUNT NOT-TO-EXCEED TEN-THOUSAND DOLLARS (\$10,000)**

**WHEREAS**, the City relies on customized E-Z fold check stock for all of its citywide payments, including its accounts payable, payroll, retirement, and Successor Redevelopment Agency payments; and

**WHEREAS**, in October 2015, the City tried to competitively bid out its check stock, but it was discovered when bids were submitted in February 2016, that due to the complex nature of the City's custom check stock, additional specifications were needed for vendors to determine the type of stock to bid and none of the bids offered the necessary paper; and

**WHEREAS**, the City's existing check stock supply for payroll and payables is low and will only carry the City through the next two months (approximately May 2016), which is not enough time for the department to update the specifications and rebid and test check stock before the supply is exhausted; and

**WHEREAS**, use of any new check stock will require extensive time for testing by multiple City departments and the City's banking institution to ensure payments will be printed, processed, and banked without issue; and

**WHEREAS**, the City uses about 95,000 units of this check stock annually, at an average cost of about \$8,750 per year; and

**WHEREAS**, funds are available in the Controller Bureau's Fiscal Year 2015-17 Adopted Policy Budget in the amount of ten-thousand dollars (\$10,000) from General Purpose Fund 1010; and

**WHEREAS**, Oakland Municipal Code Section 2.04.050.1.5 allows the City Council to waive the City's competitive bidding requirement upon a finding of existing facts and circumstances that, "*it is in the best interests of the City*" to do so; and

**WHEREAS**, due to the current time sensitive need of obtaining check stock, the department requests that the City Council finds it in the best interest of the City to waive competitive bidding and authorize the department to enter into a one-year contract with the vendor that has been providing the City's check stock for the last decade, CTP Solutions for an amount not-to-exceed ten-thousand dollars (\$10,000); now, therefore be it

**RESOLVED:** That pursuant to the OMC Section 2.04.050.I.5 and for the reasons stated above, the City Council determines that it is in the best interest of the City to waive the competitive bid process for the purchase of check stock over the next year; and be it

**FURTHER RESOLVED:** That a one-year contract for the purchase of customized E-Z fold check stock is awarded to CTP Solutions in an amount not-to-exceed ten-thousand dollars (\$10,000); and be it

**FURTHER RESOLVED:** That funds are available in the Controller Bureau's Fiscal Year 2015-17 Adopted Policy Budget in the amount of ten-thousand dollars (\$10,000) from General Purpose Fund 1010; and be it

**FURTHER RESOLVED:** That the Office of the City Attorney will review and approve the contract as to form and legality and a copy will be on file in the Office of the City Clerk.

MAY 03 2016

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

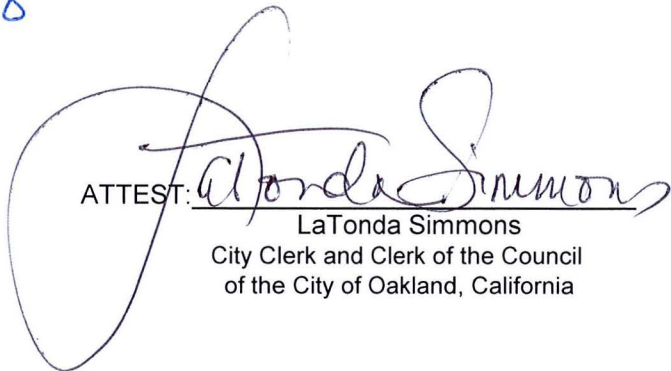
**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLÉN, KALB, KAPLAN, REID, AND PRESIDENT GIBSON MCELHANEY - 8

NOES - 0

ABSENT - 0

ABSTENTION - 0

ATTEST:   
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California