



AGENDA REPORT

Library and Community Service

DATE:	March 15, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	LaShonda White, Interim Director, Library and Community Services Department Tamara Walker, Deputy Director, Employment and Training Division Fred Lucero, RichmondBUILD Program Manager
Subject:	Graphic Art Services and Promotional Products for Richmondworks and the RichmondBUILD Academy.
FINANCIAL IMPACT:	The Employment and Training Department has budgeted for the \$11,000 amendment to this contract within RichmondWORKS and RichmondBUILD grant contributions. There will be no fiscal impact upon the City's General Fund. The account allocations for this amendment are: -RichmondWORKS: 12576841-400802-42901 \$3,000 -RichmondBUILD: 12576441-400802-42113 \$8,000
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The Employment and Training Department is seeking to amend its contract with Alliance Graphics, Inc. to provide additional graphic art services and promotional products in support of the RichmondBUILD Academy and the RichmondWORKS Workforce Development Programs

RECOMMENDED ACTION:	APPROVE an amendment to the contract with Alliance Graphics, Inc. to provide additional graphic art services and promotional products for RichmondWORKS and the RichmondBUILD Academy. The contract term will be extended through June 30, 2023, and the contract amount will be increased by \$11,000, for a total contract amount not to exceed \$51,000 – Community Services Department – Employment and Training Division (Tamara Walker/Fred Lucero 510-621-1562)
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DISCUSSION:

Alliance Graphics continues to be the Employment and Training Department’s best source for custom printed products including t-shirts, sweatshirts, and several promotional specialty products. They have also provided excellent embroidery services for polo shirts, jackets, and bags. From shirts to mugs, Alliance Graphics remains a viable source of promotional items for RichmondWORKS and the RichmondBUILD Academy.

Under this contract amendment, Alliance Graphics will continue to provide additional graphic art services and promotional products, as needed.

The Bids-On-Line process was used to announce the original Request for Proposals (RFP), as required by the City’s Local Business Ordinance. Alliance Graphics was the only respondent to the RFP; to date, their services have been outstanding. The Local Employment Ordinance does not apply to this contract because it is not a construction or retail project.

DOCUMENTS ATTACHED:

- Attachment 1 – Contract Amendment No. 4
- Attachment 2 – Contract Amendments No.1-3
- Attachment 3 – Original Contract