



Council Agenda Report

To: Mayor Silverstein and the Honorable Members of the City Council

Prepared by: Richard Mollica, Planning Director

Reviewed by: Joseph Toney, Assistant City Manager

Approved by: Steve McClary, City Manager

Date prepared: April 19, 2023 Meeting date: May 8, 2023

Subject: Amendment No. 1 to Professional Services Agreements with CR Print, Inc. and Totalgraphics

RECOMMENDED ACTION: 1) Authorize the Mayor to execute the Professional Services Agreement Amendment No. 1 with CR Print, Inc. to extend the term of the agreement to July 31, 2023; and 2) Authorize the Mayor to execute the Professional Services Agreement (PSA) Amendment No. 1 with Totalgraphics to extend the term of the agreement to July 31, 2023.

FISCAL IMPACT: No additional appropriation is required. Funding for these agreements is included in the Adopted Budget for Fiscal Year 2022-2023 in numerous accounts.

WORK PLAN: This item was not included in the Adopted Work Plan for Fiscal Year 2022-2023. This project is part of normal staff operations.

DISCUSSION: The City of Malibu strives to engage residents and promote public participation in all areas of local government. As a result, the City of Malibu produces various printed and digital materials used for community outreach. These materials include but are not limited to: public notices, postcards, pamphlets, booklets, invitations, posters, flyers, banners, and other digital and printed graphics.

In 2021, City staff solicited a request for proposals to create a pool of consultants to provide on-call publishing, printing, and mailing services. As result of the RFP process, in May 2021, the City entered into two agreements: 1) Totalgraphics for sign and banner printing services, and 2) CR Print, Inc. for all other printing, mailing, and publishing services. These agreements are set to expire on May 24, 2023.

On April 19, 2023, the City issued an RFP for the aforementioned services for a 30-day response period and anticipates concluding the interview process at the end of May. As such, staff is requesting that the City Council extend the term of the City's Professional Service Agreement with CR Print and Totalgraphics until July 31, 2023, to maintain services until new agreements are awarded.

ATTACHMENTS:

1. Amendment No. 1 to the Professional Services Agreement with CR Print, Inc.
2. Amendment No. 1 to the Professional Services Agreement with Totalgraphics

AMENDMENT NO. 1 TO AGREEMENT

THIS AMENDMENT NO. 1 TO AGREEMENT is made and entered in the City of Malibu on May 8, 2023, by and between the CITY OF MALIBU, hereinafter referred to as City, and Earth Print, Inc. (dba CR Print), hereinafter referred to as Consultant.

The City and the Consultant agree as follows:

RECITALS

A. On May 24, 2021, the City entered into an Agreement with Consultant for certain projects relating to on-call publishing, printing, and mailing services.

B. The Agreement is set to expire on May 24, 2023 and pursuant to Malibu Municipal Code Section 2.56.150, a request for proposals shall be solicited for services. At the time this amendment was prepared, the City has issued a request for proposal and the Agreement will expire before the City Council can award an agreement for services. As such, the City desires to amend the Agreement to extend the term of the agreement to July 31, 2023.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. Section 2.0 – Term of Agreement, of the Agreement, is hereby extended to July 31, 2023.
2. The Parties agree that this Amendment will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
3. All terms and conditions of the Agreement not amended by this Amendment No. 1 remain in full force and effect.

This Agreement is executed on _____, at Malibu, California, and effective as of May 8, 2023.

CITY OF MALIBU:

BRUCE SILVERSTEIN, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

CONSULTANT:

Michael Corridori

By: MICHAEL CORRIDORI
Title: Secretary

AMENDMENT NO. 1 TO AGREEMENT

THIS AMENDMENT NO. 1 TO AGREEMENT is made and entered in the City of Malibu on May 8, 2023, by and between the CITY OF MALIBU, hereinafter referred to as City, and Totalgraphics, hereinafter referred to as Consultant.

The City and the Consultant agree as follows:

RECITALS

A. On May 24, 2021, the City entered into an Agreement with Consultant for certain projects relating Banner printing Services

B. The Agreement is set to expire on May 24, 2023 and pursuant to Malibu Municipal Code Section 2.56.150, a request for proposals shall be solicited for services. At the time this amendment was prepared, the City has issued a request for proposal and the Agreement will expire before the City Council can award an agreement for services. As such, the City desires to amend the Agreement to extend the term of the agreement to July 31, 2023.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

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3. All terms and conditions of the Agreement not amended by this Amendment No. 1 remain in full force and effect.

This Agreement is executed on _____, at Malibu, California, and effective as of May 8, 2023.

CITY OF MALIBU:

BRUCE SILVERSTEIN, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY’S OFFICE

TREVOR RUSIN, Interim City Attorney

CONSULTANT:

Brian Shore

By: BRIAN SHORE
Title: Owner