



Consent Item 10

TO: East Bay Community Energy Board of Directors

FROM: Dan Lieberman, Director of Marketing

SUBJECT: A Resolution of the Board of Directors of the East Bay Community Energy Authority Approving a Consulting Services Agreement for Printing and Mailing Services with Dakota Press, Inc.

DATE: June 21, 2023

Recommendation

Approve a resolution authorizing the CEO to negotiate and execute a Consulting Services Agreement for printing and mailing services with Dakota Press Inc, with total compensation not to exceed \$400,000 for a term of July 1, 2023 through June 30, 2024.

Background and Discussion

In July 2018, following a public Request for Proposal process, the Board of Directors authorized the CEO to execute a Consulting Services Agreement with FinalOption Corp. of San Jose, California, for Printing and Mailing Services. The agreement with FinalOption was extended each year since 2018 due to their exceptional service and competitive rates. EBCE's Administrative Procurement Policy requires that "Agreements with existing vendors may be amended and/or extended to allow for the continuation of services for no more than a total term of five (5) years" and that a formal bidding procedure is required for contracts over \$100,000 per year.

EBCE issued a Request for Proposal (RFP) in March 2023 for printing and mailing services, and received 10 responses. Dakota Press, Inc was selected as the top scoring proposal based on their depth of experience, competitive rates, location in San Leandro, and status as a certified Bay Area Green Business, Small Business/Woman-Owned Business, and a Union Shop. EBCE has ongoing printing and mailing needs to communicate with customers and meet state requirements for at least two annual

customer notices, as well as additional printing and mailing needs related to EBCE's pending rebrand.

Fiscal Impact

The costs of the printing and mailing tasks are included in the Marketing budget for Fiscal Year 2023-2024.

Attachments

- A. Resolution of the Board of Directors of the East Bay Community Energy Authority Approving a Consulting Services Agreement for Printing and Mailing Services with Dakota Press, Inc.

RESOLUTION NO. R-2023-XX

A RESOLUTION OF THE BOARD OF DIRECTORS

OF THE EAST BAY COMMUNITY ENERGY AUTHORITY APPROVING A CONSULTING SERVICES AGREEMENT FOR PRINTING AND MAILING SERVICES WITH DAKOTA PRESS, INC

WHEREAS The East Bay Community Energy Authority (“EBCE”) was formed as a community choice aggregation agency (“CCA”) on December 1, 2016, Under the Joint Exercise of Power Act, California Government Code sections 6500 *et seq.*, among the County of Alameda, and the Cities of Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Piedmont, Oakland, San Leandro, and Union City to study, promote, develop, conduct, operate, and manage energy-related climate change programs in all of the member jurisdictions. The cities of Newark and Pleasanton, located in Alameda County, along with the City of Tracy, located in San Joaquin County, were added as members of EBCE and parties to the JPA in March of 2020. The city of Stockton, located in San Joaquin County was added as a member of EBCE and party to the JPA in September of 2022.

WHEREAS EBCE has ongoing printing and mailing needs to communicate with customers and meet state requirements for at least two annual customer notices;

WHEREAS EBCE issued a Request for Proposal (RFP) in March 2023 for printing and mailing services and received 10 responses;

WHEREAS Dakota Press, Inc was selected as the top scoring proposal based on their depth of experience, reasonable rates, location in San Leandro, and status as a certified Bay Area Green Business, Small Business/Woman-Owned Business, and a Union Shop.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE EAST BAY COMMUNITY ENERGY AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Board of Directors hereby authorizes the CEO to negotiate and execute a Consulting Services Agreement with Dakota Press Inc, with total compensation not to exceed \$400,000 for a term of July 1, 2023 through June 30, 2024.

ADOPTED AND APPROVED this 21st day of June, 2023.

Elisa Márquez, Chair

ATTEST:

Adrian Bankhead, Clerk of the Board