

RESOLUTION NO. 2-25

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA,
RENEWING STANDING ORDERS AND ESTABLISHING OUTLINE AGREEMENTS FOR
VARIOUS VENDORS ON-DEMAND PHOTOGRAPHY AND SERVICES IN AN AMOUNT
NOT TO EXCEED \$50,000 PER YEAR, PER VENDOR FOR FISCAL YEAR 2024-2025.**

WHEREAS in fiscal year 2000-2001, the Richmond City Council authorized establishing standing orders/outline agreements with technology related vendors; and

WHEREAS, the Richmond Information Technology Department has demonstrated that purchasing can be expedited, paperwork can be reduced, better discounts realized, and service to the public can be improved through the development and implementation of standing orders/outline agreements; and

WHEREAS, on May 11, 2023, the City issued a request for proposals (RFP) for on-demand photographers; and

WHEREAS, a total of forty-three (43) potential vendors were notified of the RFP, a total of seventeen (17) vendors downloaded the RFP, and on June 30, 2024, City staff reviewed vendor applicants and determined that a total of two (2) vendor applicants met or exceeded the City's evaluation criteria elaborated within the RFP; and

WHEREAS, City staff seeks approval from City Council to authorize expenditures of standing orders/outline agreements to purchase photography services and products with the two selected vendor applicants, My Legacy Matters and Paper Crane Design.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Richmond, California, hereby authorizes the Information Technology Department to use standing orders/outline agreements to purchase on-demand photography and services, with the following companies:

- My Legacy Matters, Inc.
- Paper Crane Design

FURTHERMORE, BE IT RESOLVED that the City Council of the City of Richmond authorizes expenditures of the standing orders/outline agreements to a level not to exceed \$50,000 per year, per vendor during the fiscal year 2024-2025.

