



COUNTY OF LOS ANGELES  
TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 437  
LOS ANGELES, CA 90012



MARK J. SALADINO  
TREASURER AND TAX COLLECTOR

TELEPHONE  
(213) 974-2101

FACSIMILE  
(213) 626-1812

October 11, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD CONTRACT FOR  
MICROGRAPHIC SERVICES  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair to sign the attached Contract (Exhibit 1) with RCI Image Systems (RCI), to provide micrographic services to the Treasurer and Tax Collector (TTC) for a term of one (1) year, commencing on October 31, 2005, or upon the date of Board approval, whichever is later, with the first year's contract maximum not to exceed \$220,000.00;
2. Delegate authority to the Treasurer and Tax Collector to execute future amendments to extend the Contract for a maximum of four (4) one-year renewals and six (6) month-to-month extensions at the option of the TTC in accordance with the Term of the Contract; to increase the annual Contract Sum by no more than 25% annually to accommodate any unanticipated increase in workload, special projects, or new technology;
3. Delegate authority to the Treasurer and Tax Collector to execute future amendments to modify the terms of the Statement of Work that do not materially alter the Contract, and add/or change certain terms and conditions in the Contract as required by the Board of Supervisors or Chief Administrative Officer provided County Counsel approval is obtained prior to execution of such amendments.

The Honorable Board of Supervisors  
October 11, 2005  
Page 2 of 4

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The current contract for micrographic services expires on October 30, 2005. The proposed Contract with RCI will provide for the conversion of numerous reports and files to CD ROM (CD) from computer output files, which are produced by various departmental systems, including Public Health License, Personal Property Taxes, Secured Property Taxes, Unsecured Property Taxes, and Accounts Receivable systems. Many of these reports and files contain billing and property tax information. Master searchable CDs and copies will be produced for TTC and for distribution to other County departments. TTC is reimbursed from other County departments for their requested copies.

#### **Implementation of Strategic Plan Goals**

The approval of this Contract is consistent with the County's Strategic Plan Goal of Organizational Effectiveness. The Contract provides for ongoing contractual micrographic services, which supports mandated operations of the TTC.

### **FISCAL IMPACT/FINANCING**

The maximum Contract amount for the first year is \$220,000.00. Funding to cover the costs of services incurred for TTC use has been included in the 2005-06 Adopted Budget, and will be included in the departmental budget requests for subsequent fiscal years. Costs incurred by TTC for copies requested by other County departments will be reimbursed by the requesting department.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Government Code Section 31002, the Board is authorized to contract for reproduction services of County records.

The Contract contains the County's required provisions, including the requirement for the contractor to notify and assist its employees with the Federal Earned Income Tax Credit application process, the consideration of qualified GAIN/GROW participants for employment openings, compliance with the Jury Duty Ordinance, Safely Surrender Baby Law, and Contractor notification to County when Contract is within six (6) months from expiration of Term and when Contractor has reached seventy-five (75%) of the authorized Contract Sum. It has been determined that the services under this contract do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", because of the specialized knowledge and training required to perform the work.

The recommended Contract with RCI is for a term of one (1) year with four (4) one-year renewal options and six (6) month-to-month extensions, for a maximum term of five (5) years and six (6) months. The Contractor is in compliance with all Board, Chief Administrative Office and County Counsel requirements.

The Honorable Board of Supervisors  
October 11, 2005  
Page 3 of 4

The Contract expressly provides that the County has no obligation to pay RCI any amount that exceeds the maximum Contract Sum. Further, RCI will not be asked to perform services beyond the expiration date of the Contract or exceed the Contract Sum or scope of work. Additionally, the Contract contains performance standards, including liquidated damages for substandard and/or non-performance.

The attached Contract with RCI has been reviewed and approved as to form by County Counsel.

### **CONTRACTING PROCESS**

TTC released an Invitation for Bids (IFB) on August 4, 2005 to twenty-five (25) prospective bidders. The prospective bidders are listed in Attachment I, which consisted of TTC's bidder's list, vendors from the County's Office of Affirmative Action Compliance Community Business Enterprise Database, and Los Angeles County's online website of vendors, by commodity. In addition, a notice of the IFB was posted on the Los Angeles County Bid Website. A Mandatory Bidder's Conference was held Wednesday, August 10, 2005, with twelve (12) firms attending.

The IFB solicited bids from qualified micrographic services firms for the provision of micrographic services. Bids were received from four (4) firms in response to the IFB: Anacomp, MyInfoOnline.net (MyInfoOnline), Raycom Data Technologies (Raycom), and RCI Image Systems (RCI). The bid submitted by Raycom did not meet the IFB minimum requirements and was disqualified from further consideration.

The bid submitted by RCI was the most responsive and responsible and was the lowest cost bid. It met all of the minimum IFB requirements and was complete, detailed, and responsive to the IFB. The bid clearly demonstrated that RCI has a good understanding of the scope of work to be performed and the complexity of TTC's service requirements. RCI has verifiable experience providing micrographic services.

Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise statistical information for RCI is included in Attachment II. RCI is not a certified Small Business Enterprise (SBE)/Community Based Enterprise (CBE). The recommendation of RCI is made without regard to race, creed or color. There are no provisions for Cost Of Living Adjustment (COLA) in the attached Contract. This is not a Proposition A Contract and therefore, is exempt from the Living Wage Program (County Code Chapter 2.201).

### **IMPACT ON CURRENT SERVICES**

The current contract for micrographic services expires on October 30, 2005. The recommended contractor currently provides the required micrographics services, so there will be no disruption in service.

The Honorable Board of Supervisors  
October 11, 2005  
Page 4 of 4

**CONCLUSION**

Instruct the Executive Officer/Clerk of the Board to return two (2) signed originals of the Contract and one (1) adopted Board letter to TTC.

Respectfully submitted,



MARK J. SALADINO  
Treasurer and Tax Collector

MJS:WMH  
EVT:evt  
Micrographic Svcs Board Ltr Final 9-23-05

Attachments (2)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors