



COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR



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October 6, 2005

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TO: Louisa Ollague, Legislative Deputy, First Supervisorial District
Clinton Tatum, Senior Deputy, Second Supervisorial District
Brence Culp, Budget Deputy, Third Supervisorial District
Kurt Pederson, Chief of Staff, Fourth Supervisorial District
Lori Glasglow, Budget Deputy, Fifth Supervisorial District

FROM: Mark J. Saladino  (for)
Treasurer and Tax Collector

SUBJECT: AGENDA ITEM NO. 93 FOR OCTOBER 11, 2005 -
RECOMMENDATION TO AWARD CONTRACT FOR MICROGRAPHIC SERVICES

The Treasurer and Tax Collector (TTC) has filed the attached Board letter for the Board of Supervisors' meeting of October 11, 2005, recommending approval of a contract with RCI Image Systems (RCI), for the provision of micrographic services which 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 Licenses, 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.

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. The rates in the recommended contract are firm and fixed and will remain the same for the entire term of the contract. The annual Contract Maximum for the first year is \$220,000.

The term of the recommended contract is for one year commencing on October 31, 2005, with four one-year renewal options and six month-to-month extensions to be exercised at the option of the TTC through April 30, 2011. The current contract for micrographic services expires on October 30, 2005. The recommended

contractor currently provides the required micrographic services, so there will be no disruption in service.

This is not a Proposition A contract, therefore the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract. The recommended contract contains the County's required provisions. There is no Cost Of Living Adjustment (COLA) provision included.

The approval of the recommended contract will provide TTC with uninterrupted micrographic services which supports mandated operations of the TTC. RCI was the most responsive and responsible and was the lowest cost bid.

If you should have any questions, please contact Mr. Henry Román, Assistant Treasurer and Tax Collector, at (213) 974-0703.

MJS:WMH

EVT:evt

Board Office Memo - Micrographic Services 10-8-05

Attachment

c: Henry Román