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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

16 April 24, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

April 24, 2012

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

Dear Supervisors:

**REQUEST FOR APPROVAL TO EXTEND PHOTOCOPYING AND RELATED SERVICES WITH
DOCUMENT TECHNOLOGIES, MACRO-PRO AND KNOX SERVICES**

SUBJECT

Approve and authorize the County Counsel or his designee to execute amendments with Document Technologies, LLC (Document Technologies), formerly known as Unlimited Reprographics, Macro-Pro, Inc. (Macro-Pro) and Knox Services, LLC (Knox Services), to extend the terms of their respective contracts on a month-to-month basis to September 30, 2012.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the County Counsel, or his designee, to extend the terms of contracts, nos. 75739, 75738 and 75740 with Document Technologies, Macro-Pro and Knox Services on a month-to-month basis to September 30, 2012.
2. Delegate authority to the County Counsel, or his designee, to execute the month-to-month amendments with Document Technologies, Macro-Pro and Knox Services

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow for the continued provision of as-needed photocopying, scanning, digital imaging, digital media duplication, subpoena preparation and related services for the County Counsel.

The recommended contract extensions will provide time to complete a new solicitation process. Although a Request For Proposals (RFP) was advertised in six local news-papers and on the Los

Angeles County Office of Small Business website, the initial solicitation was cancelled after the evaluation process revealed none of the six proposers were able to provide all of the required services currently under contract. After reviewing the solicitation and the proposals, it was determined that vendors now tended to specialize in either photocopying/duplication services or in subpoena preparation services, but not in both areas. In order to obtain these needed services, it was necessary to run two new solicitations, one for photocopying and duplication services and another for subpoena preparation and related services.

The department expects to complete the two solicitation processes and enter into new contracts by July 31, 2012.

The existing contracts expire on April 30, 2012. The five month extensions will provide time to complete the new solicitations and a small amount of additional time to account for any unforeseen contingencies. Any lapse in service would be detrimental to the County Counsel's ability to provide legal services.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County's Strategic Plan Goal No. 1, Operational Effectiveness, which is to maximize the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

With Board approval, the three contracts will be extended for up to five month-to-month renewal periods. Based on current usage under the existing three contracts, the estimated expenditure is \$28,500 for five months. Funds for these contracts are provided for in the current and FY 2012-2013 budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On December 20, 2011, the Board approved the extension of each contract for up to four months in order to complete the solicitation process. The current three contractors provide County Counsel with as-needed photocopying, scanning, digital imaging, digital media duplication, subpoena preparation and related services.

The term for the three contracts will end on April 30, 2012. The extensions are necessary to meet the emergent needs of County Counsel while the new solicitations proceed. In approving the recommended action, the Board is authorizing County Counsel, or his designee, to extend each contract on a month-to-month basis to allow Document Technologies, Macro-Pro and Knox Services to continue to provide photocopying and related services.

The three contractors have agreed to hold the same rates, terms and conditions, which includes all current County mandatory contracting requirements, for the proposed five months. All three contractors continue to be compliant with all Board and CEO requirements.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This action is anticipated to have no impact on current services.

The Honorable Board of Supervisors

4/24/2012

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Respectfully submitted,

A handwritten signature in blue ink, reading "John Krattli". The signature is written in a cursive style with a large initial "J".

JOHN F. KRATTLI

Acting County Counsel

JFK:vs

c: William T Fujioka
Chief Executive Officer

Sachi A. Hamai, Executive Officer
Board of Supervisors