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**File #:** 2022-2651

**Agenda Date:** 12/14/2022

**Agenda Item No:** 4.

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**FROM:** James D. Herberg, General Manager  
Originator: Lorenzo Tyner, Assistant General Manager

**SUBJECT:**

**MANAGED COPY CENTER SERVICES CHANGE ORDER**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION:

- A. Approve a Change Order to add \$25,000 to Purchase Order 107521-OB for ARC Document Solutions to provide copy center services in accordance with the scope of work and terms and conditions of Specification No. S-2020-1177BD, for a new total amount not to exceed \$115,000 for the current contract year (January 1, 2022-December 31, 2022); and
- B. Approve three optional one-year renewals for a total amount not to exceed \$115,000 per year.

**BACKGROUND**

Orange County Sanitation District (OC San) uses an in-house Copy Center that provides a variety of printing services to all OC San departments. The location of the Copy Center is in the Administration Building at Plant No. 1 and measures approximately 20 feet by 20 feet. ARC Document Solutions covers all labor, tools, equipment, and materials necessary to provide quality, complete, and reliable printing, copying, distribution, and related services to OC San.

**RELEVANT STANDARDS**

- Ensure the public's money is wisely spent
- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard

**PROBLEM**

The original PO amount issued for \$90,000 was sufficient to cover copy center services for the first year of the contract, however, since staff has returned to office, usage of the copy center has increased. It is estimated that the costs for subsequent renewal years of this contract will increase to slightly over \$100,000, which will require the approval of the Administration Committee.

**PROPOSED SOLUTION**

Increase the PO amount by \$25,000 for a new total amount not to exceed \$115,000 to cover the current year and approve the same amount for all subsequent renewal periods.

**TIMING CONCERNS**

Prompt action is required to pay the final invoice of the current contract term.

**RAMIFICATIONS OF NOT TAKING ACTION**

A final invoice for this contract term will become delinquent and services for 2023 will need to be reduced.

**PRIOR COMMITTEE/BOARD ACTIONS**

N/A

**CEQA**

N/A

**FINANCIAL CONSIDERATIONS**

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted. (FY2022-23 & 2023-24 Budget, Section 8, Page 49, Information Technology Capital Program (M-MC-IT)).

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

N/A