



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2021-1942

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Agenda Item No: 4.

FROM: James D. Herberg, General Manager
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SUBJECT:

REPROGRAPHICS AND DOCUMENT SERVICES FOR PREVIOUSLY CONSTRUCTED PROJECTS

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Authorize a Purchase Order Contract with ARC Document Solutions, LLC for document scanning, indexing, and hyperlinking services per County of Orange Master Contracts #RCA MA-017-16010366, for an amount not to exceed \$125,000; and
- B. Approve a contingency of \$15,000.

BACKGROUND

As part of the General Manager's FY 2021-22 Work Plan for a paperless office and in preparation for staff to move to the new Orange County Sanitation District (OC San) Headquarters building, there is a need to make the electronic engineering drawings more efficient to navigate. Currently, access to paper engineering drawings is available. Once the Headquarters building is completed, these paper documents will be moved to offsite storage, making them difficult to access.

To efficiently navigate the electronic engineering drawings, technology known as hyperlinking is used to make navigation more efficient. Hyperlinking makes it quick and easy to move from one location in a file or page to another by clicking on a link. This technology is currently being used for new and recently completed projects, but there is a need to implement this on a portion of important past projects. All of the digital files will also be incorporated into Laserfiche, OC San's new trusted system.

RELEVANT STANDARDS

- Participate in local, state, and national cooperative purchasing programs
- Ensure the public's money is wisely spent
- Protect OC San assets

PROBLEM

Efficient and easy access to the drawings is necessary to plan construction and conduct maintenance. Due to the limited storage space at the new Headquarters building, the physical/hard copy paper engineering drawings cannot be moved there.

PROPOSED SOLUTION

Staff recommends authorizing a purchase order to ARC Document Solutions, LLC for the document services to hyperlink a strategic selection of previously constructed projects for quick and easy access.

TIMING CONCERNS

All the identified engineering drawings need to be indexed and hyperlinked before completion of the new OC San Headquarters building. The scopes of work for current and future projects have been updated for this new procedure.

RAMIFICATIONS OF NOT TAKING ACTION

Documents that are not indexed and hyperlinked before moving to the new Headquarters building will remain in the current file format and will not be readily accessible to staff in assisting the planning of future construction or maintenance.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

Pricing is based on a competitively bid/negotiated Regional Cooperative Agreement (RCA) for Reprographic Services. This contract is available for use in accordance with the terms and conditions and scope set forth.

OC San possesses the ability to purchase materials, services, and equipment through cooperative agreements. These cooperative agreements tend to lower unit prices and streamline the purchasing process and are in accordance with OC San's Purchasing Ordinance.

CEQA

N/A

FINANCIAL CONSIDERATIONS

The requested funding complies with authority levels of OC San's Purchasing Ordinance and is within the approved budget.

ATTACHMENT

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

N/A