

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services	(2) MEETING DATE 12/18/2012	(3) CONTACT/PHONE Guy Savage, Deputy Director-Information Technology (805) 781-5200	
(4) SUBJECT Request to approve a contract with ASAP Reprographics to provide County-wide print and copy services. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve and instruct the Chairperson to sign a contract with ASAP Reprographics to provide County-wide print and copy services beginning January 2013.			
(6) FUNDING SOURCE(S) Dept. Budgets	(7) CURRENT YEAR FINANCIAL IMPACT \$150,000.00	(8) ANNUAL FINANCIAL IMPACT \$350,000.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)  19001222		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP  N/A	(15) BUSINESS IMPACT STATEMENT?  No	(16) AGENDA ITEM HISTORY  <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Vincent Morici			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Guy Savage, Deputy Director-Information Technology  
(805) 781-5200

DATE: 12/18/2012

SUBJECT: Request to approve a contract with ASAP Reprographics to provide County-wide print and copy services.  
All Districts.

## **RECOMMENDATION**

It is recommended that the Board approve and instruct the Chairperson to sign a contract with ASAP Reprographics to provide County-wide print and copy services beginning January 2013.

## **DISCUSSION**

Over the past several years, the use of County Reprographic (Fund Center 406) print and copy services has declined. The long term outlook for County Reprographics continues to indicate a decline in demand for copy and print services and related revenues. Over the past five years, the number of job requests processed by County Reprographics has declined by over 40%. The business dynamics for County Reprographics are not expected to improve in the future, indicating that in future years the full operational cost for County Reprographics cannot be recovered through the revenues generated by this Internal Service Fund. This dynamic is the result of fundamental shifts in departmental business processes driven by three primary factors:

1. Increased use of electronic communications (i.e. email),
2. Increased use of departmental copiers and printers, and
3. Selective outsourcing for copying and printing needs.

An independent consultant evaluated the County Reprographics business processes and concluded that outsourcing print and copy services could potentially save the County up to \$200,000 per year. The Administrative Office and Information Technology concluded that Reprographic Services should be phased out and a consolidated contract should be established with a copy and print vendor to provide print and copy services for all departments. Quarterly fiscal reports identified the intent to phase out Reprographic Services in FY 2011-12. The 12 to 18 month implementation timeline allows sufficient time for an orderly transition from in-house services to a private provider.

The Board of Supervisors adopted FY 2012-13 budget for County Reprographics recognizes the decline in the demand for Reprographic services and incorporates the planned elimination of County operated print and copy during the fiscal year. The adopted budget reflects reductions in County Reprographics staffing and other expenses and also incorporates the transition to private vendor print and copy services. Upon completion of FY 2012-13, the County Reprographics function will cease. The FY 2012-13 Reprographic Budget allows for continuation of County print and copy services through the first half of the fiscal year to allow for the selection of private contractor that will provide print and copy services beginning in the second half of the fiscal year. During the second half of the fiscal year, copy and print services will transition to a private contractor selected through a competitive process. One Reprographics staff will assist County departments to assist with the transition to private vendor print and copy services.

On October 16, 2012, the County released a Request for Proposal (RFP) to select a vendor who could provide the best overall value for the County to provide print and copy services to all County departments. On November 16, 2012, a team

made up of the departmental users from the Administrative Office, General Services Agency, Probation, Public Works, and Sheriff Departments recommended ASAP Reprographics as the vendor with the experience and resources necessary to provide County-wide print and copy services. The contract with ASAP Reprographics will provide County departments all the services historically available through County Reprographics.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed the contract as to form and legal effect. County staff from the Administrative Office, Clerk-Recorder, District Attorney, General Services Agency, Health Agency, Probation, Public Works, and Sheriff Departments worked together to define the requirements, prepare the RFP (RFP #1194), and review the vendor responses.

### **FINANCIAL CONSIDERATIONS**

The expense for print and copy services are budgeted within County departmental budgets. This expense is realized as revenue to offset the expense in County Reprographic Services. County departments will utilize budgeted amounts to pay for the services provided by ASAP Reprographics. It is anticipated that the expense for the second half of the current fiscal year will be approximately 150,000. Ongoing print and copy service costs with ASAP Reprographics will vary based upon the demand for these services. Based upon historical use, the annual expense for print and a copy service through the proposed contract is anticipated to be approximately \$350,000.

During FY 2011-12, the actual expense for Reprographic services was \$482,429. This expense includes all materials and costs associated with County staff that provide print and copy services. A report by a private consultant indicated shifting to the use of a private vendor to provide print and copy services is anticipated to reduce annual County copy and print expense by \$100,000 to \$200,000.

### **RESULTS**

The elimination of County Reprographics and moving to contracted print and copy services are expected to reduce annual County print and copy service costs. The actual reduction in annual cost will be dependent upon the services utilized by departments. Prior studies have identified potential annual savings up to \$200,000 through the use of private vendor print and copy services.

### **ATTACHMENTS**

1. ASAP Reprographics Contract