



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 23-257, Version: 1

- a. Approve and authorize the Contracts/Purchasing Officer, or Contracts/Purchasing Supervisor, to sign Countywide Service Agreements to provide on-call Print and Copy Services based on the criteria set forth in RFP # 10892. The agreements are between the County of Monterey and the four named vendors as follows: Casey Printing, Inc., Central Valley Business Forms, ARC Document Solutions and Print Services, Inc., and Kevin Cardona dba Printworks.Solutions on an as-needed basis and retroactive to the initial term of April 1, 2023 through and including March 31, 2026, including the option to extend the Agreements for two (2) additional one (1) year periods, for a total not to exceed a maximum five (5) year Agreement. The aggregate amount over the term of all Agreements shall not exceed \$2,000,000 in accordance with the terms and conditions set within each Agreement; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one-year, similar additional Agreements for on-call Countywide Print and Copy Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate March 30, 2026; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount, or \$2,000,000 even if no additional Agreements are entered into.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer, or Contracts/Purchasing Supervisor, to sign Countywide Service Agreements to provide Print and Copy Services based on the criteria set forth in RFP # 10892. The agreements are between the County of Monterey and the four named vendors as follows: Casey Printing, Inc., Central Valley Business Forms, ARC Document Solutions and Print Services, Inc., and Kevin Cardona dba Printworks.Solutions on an as-needed basis and retroactive to the initial term of April 1, 2023 through and including March 31, 2026, including the option to extend the Agreements for two (2) additional one (1) year periods, for a total not to exceed a maximum five (5) year Agreement. The aggregate amount over the term of all Agreements shall not exceed \$2,000,000, in accordance with the terms and conditions set within each Agreement; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one-year, similar additional Agreements for on-call Countywide Print and Copy Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate March 30, 2026; and
- c. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount, or \$2,000,000, even if no additional Agreements are entered into.

SUMMARY/DISCUSSION:

The County of Monterey has a need for a reliable source of print shop and copy services for the printing and

reproduction of required documents and retroactive to the initial term of April 1, 2023 through and including March 31, 2023 with the option to extend the agreements for two (2) additional one (1) year periods, for a total not to exceed a maximum five (5) year Agreement. Services will be provided on an as needed basis under a delivery order process between each requesting County department and the Contractor, in accordance with each individual Contractors pricing sheet. Such services shall include but are not limited to print shop and copy services for the printing and reproduction of required documents. Each Agreement is based upon County requirements as set forth in the terms and conditions of Request for Proposals (RFP #10892).

Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the five (5) year term is not to exceed \$2,000,000. Copies of the Agreements are on file with the Clerk of the Board.

Additionally, it is recommended that the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor be authorized to enter into additional similar Agreements, after one year, with other vendors who otherwise meet the qualifications of RFP #10892 and agree to the same terms and conditions as approved vendors and where each additional Agreement would terminate at the same time as the Agreements presented before the Board for approval today. It is also recommended that the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor be authorized to increase the cumulative ‘not to exceed’ amount by up to 10% of the original aggregate amount, or \$200,000,000, whether or not additional Agreements are entered into. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved the Agreements as to form, as has the Auditor-Controller’s Office as to financial provisions.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage the aggregate amount to be spent for all Agreements issued under RFP #10892 is not anticipated to exceed \$2,000,000 over the five (5) year term.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board’s approval of the recommended agreements will allow the County to continue with existing services to Print Shop and Copy Services to fit the County’s operational needs.

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

Prepared by: Angelica Ruelas, Management Analyst II
Approved by: Debra R Wilson, Contracts & Purchasing Officer
Dewayne Woods, Assistant County Administrative Officer

Attachments:

Attachment A- ARC Document Solutions Agreement

Attachment B- Casey Printing, Inc. Agreement

Attachment C- Central Valley Business Forms Agreement

Attachment D- Kevin Cardona dba Printworks.Solutions Agreement

Attachment E- Executed Board Order