

MEMORANDUM

TO: Governing Board Members

FROM: Sandra Close Turnquest, Deputy Executive Director, Corporate Resources

DATE: March 11, 2010

SUBJECT: Copying Services (Contract # 4600002072)

Background:

In 2003, the District made a decision to outsource copying services due to lack of manpower and the cost of purchasing, maintaining and upgrading expensive printing, binding, and copying equipment. This request is for a new contract to continue providing duplication and bindery services for 8 1/2 x 11 and 11 x 17 black & white and black/white/color combination copying services for a three-year period.

How this helps meet the District's 10 Year Strategic Plan?

This contract will provide staff with quality duplication of various types of documents. This function is essential for day to day District operations.

Funding Source:

The total amount of this contract is \$540,000 of which \$150,000 of ad valorem funds is budgeted in FY10 and the remainder is subject to Governing Board approval of the FY11 - FY13 budgets.

This Board item impacts what areas of the District, both resource areas and geography:

This item will impact all areas of the District. The Finance and Administration Department will be responsible for administering the contract.

What concerns could this Board item raise?

Duplication services are a necessity at the District and the agency made a management decision to outsource this service in 2003. If the decision is made to perform this function in-house a business case analysis would have to be performed since the agency no longer has the necessary manpower, machinery, equipment or tools to provide this service.

Why should the Governing Board approve this item?

To provide continued and uninterrupted copying services at the District.

If you have any questions, please call me at extension 6351.

SCT/mw

Attachment - Resolution