



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD/RENEWAL**

DATE:	September 1, 2020
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Reprographic Services
CONTRACT NUMBER:	1888A
COMMODITY CODE:	966.18
CONTRACT PERIOD:	September 1, 2020 through August 31, 2021
RENEWAL OPTIONS:	3 Additional 1-Year Periods through 2024
USER DEPARTMENT:	County/Schools
Contact Name:	Debbie Wood
Phone Number:	804-352-3640
Email Address:	ddwood@henrico.k12.va.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	ARC Document Solutions, LLC
Address:	1510 Chester Pike, Suite 120
City, State:	Eddystone, PA 19022
Contact Name:	Vernon Wildy, Jr.
Phone Number:	804-355-8601
Email address:	vernon-wildy@e-arc.com
ORACLE SUPPLIER NUMBER:	70830
BUSINESS CATEGORY:	Non-Swam
PAYMENT TERMS:	Net 30
DELIVERY:	As Requested
FOB:	County of Henrico
BUYER: Name:	Jon Creger
Title:	Procurement Analyst I
Phone:	804-501-5664
Email:	cre057@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

ARC Document Solutions, LLC - Contract #1888A

LOT 1 – DIGITAL LARGE DOCUMENT PRINTING

	20# bond, Black & White-Full Scale:	Unit Price Per Sq. Ft.
1.	12”X20” Digital Prints	\$.049
2.	18”X24” Digital Prints	\$.049
3.	24”X30” Digital Prints	\$.049
4.	24”X36” Digital Prints	\$.049
5.	30”X42” Digital Prints	\$.049
6.	35”X87” Digital Wall Map	\$.049
	20# bond, Color – Full Scale:	
7.	12”X20” Digital Prints	\$.11
8.	18”X24” Digital Prints	\$.11
9.	24”X30” Digital Prints	\$.11
10.	24”X36” Digital Prints	\$.11
11.	30”X42” Digital Prints	\$.11
12.	35”X87” Digital Wall Map	\$.11
	Digital Prints, 20# bond, Black & White – One Half Scale	
13.	12”X18”	\$.055
14.	15”X22”	\$.055
15.	18”X24”	\$.055
	Digital Prints, 20# bond, CAD Color – One Half Scale	
16.	12”X18”	\$.11
17.	15”X22”	\$.11
18.	18”X24”	\$.11
	Mounting on foam core board	
19.	¼”X48”X96”	\$ 2.00
20.	¼”X30”X42”	\$ 2.00
21.	¼” - 3/16” X24”X36”	\$ 2.00
22.	Mylar, 4 Mil Double Mat	\$ 1.10
23.	Mylar, 4 Mil Opaque	\$ 1.10
24.	Velum, 18# Non-erasable	\$ 1.10
25.	Velum, 18# Erasable	\$ 1.10
26.	Lamination – 24” x 36”	\$ 2.00

**LOT 2 – SPECIFICATION BOOKLETS, REPORTS AND OTHER COPYING
Black & White and Color (Price per impression)**

27.	Reproduction of Specification Booklets 8-1/2" x 11, 20# Bond, 84 Min. Brightness, <u>Black & White</u>	\$.03
28.	Reproduction of Specification Booklets 8-1/2" x 14, 20# Bond, 84 Min. Brightness, <u>Black & White</u>	\$.04
29.	Reproduction of Specification Booklets 11 x 17, 20# Bond, 84 Min, brightness, <u>Black & White</u>	\$.07
30.	Reproduction of Specification Booklets 8-1/2" x 11 20# Bond, 90 Min, Brightness, <u>Color,</u>	\$.20
31.	Reproduction of Specification Booklets 8-1/2" x 14, 20# Bond, 90 Min, Brightness, <u>Color</u>	\$.20
32.	Reproduction of Specification Booklets 11 x 17, 20# Bond, 90 Min, Brightness, <u>Color</u>	\$.20
33.	Reproduction of Specification Booklets 8-1/2" x 11 24# Premium Bond, 110 Min, Brightness, <u>Color,</u>	\$.20
34.	Reproduction of Specification Booklets 8-1/2" x 14, 24# Premium Bond, 110 Min, Brightness, <u>Color</u>	\$.20
35.	Reproduction of Specification Booklets 11 x 17, 24# Premium Bond, 110 Min, Brightness, <u>Color</u>	\$.20
36.	Drilling – 2 hole	\$ N/C
37.	Drilling - 3-hole	\$ N/C
	GBC Binding	
38.	1/4 – 3/4	\$ 1.25
39.	3/4 – 1 1/4	\$ 1.25
40.	Over 1 1/4	\$ 1.25
	Velo Binding	
41.	1/4 -3/4	\$.95
42.	3/4 – 1 1/4	\$.95
43.	Over 1 1/4	\$.95
44.	1-fold	\$.15
45.	2-fold	\$.25

**Lot 3- DIGITAL SCANNING AND GRAPHIC FILE CONVERSION
(Price per square ft.)**

46.	Black and white scanning to digital file and storage of blueline and blackline plans – Quantities less than 50	\$.07
47.	Black and White scanning to digital file and storage of blueline and blackline plans – Quantities 51-100	\$.07
48.	Black and White scanning to digital of blueline and blackline plans – Quantities greater than 100	\$.07
49.	Color scanning to digital file and storage – Quantities 1 sheet to 50 sheets	\$.12
50.	Color scanning to digital file and storage – Quantities 51 sheets to 100 sheets	\$.12
51.	Color scanning to digital file and storage - Quantities greater than 100 sheets	\$.12

Lot 4 – ELECTRONIC FILES

52.	Write stored images to CD-ROM Disk per 800MB Disk	\$ 5.00
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**LOT 5 – BID DISTRIBUTION SERVICES
(Price per trip)**

53.	Internal Distribution	\$ 1.00
54.	External Distribution	\$ 1.00

SCOPE OF WORK/SERVICES

A. GENERAL REQUIREMENTS:

The Successful Bidder shall provide all tools, labor, materials and equipment necessary to provide the following:

1. Successful Bidder must have the capability to receive, download and process electronic files sent by email, CD-ROM, FTP and other electronic means. The Successful Bidder shall also provide a secure, private (unpublished) FTP site for uploading and retrieval of electronic files, including but not limited to project drawings, specifications and addenda. A website providing the same function, security and ease of use may be provided only if approved in writing by the County.

2. The Successful Bidder shall have the capacity to guarantee the delivery of up to 3,334 ANSI D or E Size prints and associated project manual printing for the County within 24 hours.
3. Sizes listed in this bid are sizes normally used by the County, however, need may arise that other sizes may be required by the Successful Bidder whereas the County will approve the substituted size prior to production.
4. Quantities required as stated on the attached specifications sheets are expressly agreed to be an estimate only, and nothing herein or attached shall bind the County to purchase any specified quantity.
5. The County may obtain quotes for other items not listed in the contract.
6. The Successful Bidder shall be able to provide delivery within an approximate 50 mile radius of the Henrico County Government Center at 4301 E. Parham Road. **(See Lot 5)**
7. The County reserves the right to seek quotes from other suppliers for any documents being delivered outside of the 50 mile delivery area.
8. The Successful Bidder shall assign an account manager so that County has one single contact for contract & billing issues.

B. SPECIFICATIONS:

LOT 1 – DIGITAL LARGE DOCUMENT PRINTING

Digital plan reproduced from digital files, blackline, blueline, sepia, mylar or vellum originals will be based on the price per square foot of reproduction. The following is an example of the various sizes and media that may be required by the Successful Bidder. Cost shall be based on the price per square foot of reproduction. Any paper waste in providing the various print sizes shall be included in the square foot cost for the Actual Sheet Size. **Odd sizes not listed on this contract may be rounded up to the next size.**

Construction drawing sets must be bound and in sequence according to Title Sheet, for example; civil, landscape, architectural, structural, mechanical, electrical, etc., or as stated in each service order.

LOT 2 - SPECIFICATION BOOKLETS, REPORTS & OTHER COPYING (Black & White and Color) Price will be based on cost per impression.

Black & White (Monotone): Specification booklets, reports and other copying shall be produced from MS Word formatted file, PDF formatted file or other reproducible copy. Text to be printed on 20# bond, 84 brightness, or greater. Size will normally be 8 ½" x 11", however, special sections may require 8 ½" x 14" or 11" x 17 sheet size". Cover to be standard 60# card stock for covers, in available colors according to the manufacturer. Cover to be printed in black ink with minor typesetting involved. Specification booklets shall be bound using 19-ring GBC binding or equal as applicable.

Color:

Specification booklets, reports & other copying shall be produced from MS Word formatted file, PDF formatted file or other reproducible copy. Size will normally be 8 ½" x 11", however may require 8 ½" x 14" or 11" x 17" sheet size. Specification booklets may require color printing. Color for each job to be specified at time of order.

LOT 3 – DIGITAL SCANNING AND GRAPHIC FILE CONVERSION

Successful bidder shall provide digital scanning services to provide electronic files for the following:

Black & White (Monotone):

Blueline, blackline, sepia, mylar, vellum or other monotone plans shall be scanned to a digital file at a density of 400 dpi standard and optionally 600 dpi depending on size of document. Digital scans shall be stored in TIF Group 4 file format or PDF or as directed.

Color:

Color plans shall be scanned to a digital file at a density of 400 dpi standard and optionally 600 dpi depending on size of document. Digital scans shall be stored in TIF or PDF file format or as directed. Plan size to be scanned will typically be 24" x 36" up to 30" x 42". However, other sizes may be required. Scanning of plans shall be based on per sq. ft. charge. Scanned files shall be converted in a compatible file format upon request.

LOT 4 – ELECTRONIC FILES

The Successful Bidder shall provide in electronic format CD ROM, FTP, TIFF, or email services or as directed, to receive and provide files in requested compatible format when scanning or printing.

The Successful Bidder shall provide a CD of bid plans, specifications and any addenda for each project. Drawings in TIFF format at 400 dpi and specifications and addendum in searchable PDF format in one file. Forward to the Project Manager for the project record by the time of the scheduled bid receipt.

LOT 5 – BID DISTRIBUTION SERVICES

The County will issue a Project Number which will be listed on each original plan set, specification or addenda and will issue a Purchase Order for each project. All review and bid sets will be labeled with appropriate set number.

The Successful Bidder shall provide pricing for internal distribution pickup or pickup of project manuals, blueprints or any printing related items from architects, engineers, consultants, Henrico County Public Schools and County Offices; and inside delivery of project manuals, blueprints or any printing related items from architects, engineers, consultants, plan rooms, Henrico County Public Schools and County Offices and return of originals to dispatching office within the 50 mile radius of the Henrico County Government Center.

The Successful Bidder shall provide local delivery services for the delivery of bid sets to contractors, sub-contractors, material suppliers, etc. at the price listed on the Bid Form within a 50-mile radius of the Henrico County Government Center.

- a. Delivery of plan sets to plan rooms shall contain a written receipt stating that the County of Henrico expressly prohibits plans from being copied, published electronically, or posted electronically on the internet without expressed written permission from the County of Henrico.
- b. The Successful Bidder shall make delivery of completed plans, specification booklets, and if required CD-ROM, within 24 hours after receipt of order (verbal, fax, email or written) by authorized representatives of Henrico County, Saturday and Sunday excluded. Successful bidder may be required to deliver to multiple locations for up to the required daily production within 24 hours of order placement.