



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

Contract No. 1888A

CONTRACT

This contract, made this 13th day of September, 2019 between the County of Henrico, hereinafter called the "County" and

ARC DOCUMENT SOLUTIONS, LLC

and his, its or their successors, executors, administrators, and assigns, hereinafter called the "Contractor;"

WITNESSETH: That, for the consideration mentioned below, the Contractor promises to do all the work and/or furnish all the materials, equipment and/or labor necessary to carry out this Contract in the manner and to the full extent set forth in the Contract Documents (hereinafter defined) to the satisfaction of the County. At all times, the County shall have the right to inspect the Contractor's work performed under this Contract. All terms and conditions, specifications, general and special provisions, plans, drawings, and all documents referred to below are hereby made part of this Contract as completely as if incorporated herein.

It is agreed that the services to be done under this contract are to furnish all tools, labor, equipment and supervision necessary to provide Reprographic Services for the County of Henrico and Henrico County Public Schools in accordance with: (i) Invitation for Bid #19-1888-7YMD dated July 19, 2019, including the general terms, conditions and requirements therein; (ii) and Bidder's Bid dated August 8, 2019; and the Price Schedule included as Appendix A (collectively, the "Contract Documents"). The term of this Contract shall be from September 16, 2019 through August 31, 2020 and may be renewed for up to four additional one-year periods in the County's sole discretion. Pricing shall be in accordance with the Price Schedule included as Appendix A.

In consideration of the foregoing services, which consideration is acknowledged by the parties to be sufficient and complete for all of the work within the scope of this Contract, the County agrees to pay the Contractor for all items of work performed and/or materials furnished at the unit prices or lump prices under the conditions set forth in the Contract documents.

FIRM: ARC Document Solutions, LLC

County of Henrico

ADDRESS 1510 Chester Pike, Suite 120
Eddystone, PA 19022

P.O. Box 90775
Henrico, VA 23273-0775

BY Vernon Wildy, Jr.

BY Cecelia H. Stowe

TITLE Document Solutions Consultant

Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

DATE September 12, 2019

9-13-19

APPENDIX A

Price Schedule – Contract No. 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	\$.011
8.	18"X24" Digital Prints	\$.011
9.	24"X30" Digital Prints	\$.011
10.	24"X36" Digital Prints	\$.011
11.	30"X42" Digital Prints	\$.011
12.	35"X87" Digital Wall Map	\$.011
	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 blue line and black line plans – Quantities less than 50	\$.07
47.	Black and White scanning to digital file and storage of blue line and black line plans – Quantities 51-100	\$.07
48.	Black and White scanning to digital of blue line and black line 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



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

Annual Contract for Reprographic Services
Contract No. 1888A
Amendment No. 1

Whereas, the County of Henrico, Virginia (the "County") and ARC Document Solutions, LLC entered into Contract No. 1888A (the "Contract") on September 13, 2019 to provide Reprographic Services when needed and requested by the County; and,

Whereas, the original Contract term is from September 16, 2019, to August 31; 2020 and,

Whereas, the pricing for items 7-12, 20# bond, Color-Full Scale was listed incorrectly on the contract document as \$.011, and,

Whereas, the pricing should have been listed as \$.11, and

Now, therefore, the Contract dated September 13, 2019 between ARC Document Solutions, LLC and the County is hereby amended to reflect the correct pricing.

All other provisions of the Contract remain in full force and effect.

In witness whereof, the parties have caused this Amendment No. 1 to the Contract to be executed by the following duly authorized individuals:

ARC Document Solutions, LLC
1510 Chester Pike, Suite 120

Eddystone, PA 19022

Vernon L. Wildy, Jr.
Signature

Vernon Wildy, Jr.
Printed Name and Title

10-1-19
Date

County of Henrico, Virginia
P.O. Box 90775

Henrico, VA 23273-0775

Cecelia H. Stowe
Signature

Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

10-1-19
Date