



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

CONNIE B. McCORMACK
Registrar-Recorder/County Clerk

May 4, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE ACQUISITION OF A
REPLACEMENT PHOTOCOPIER SYSTEM FOR THE
DEPARTMENT OF THE REGISTRAR-RECORDER/COUNTY CLERK
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Purchasing Agent to proceed with the solicitation and acquisition of an integrated photocopier system at the cost of approximately \$720,000 to replace the print shop equipment at the Registrar-Recorder/County Clerk (RR/CC).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Pursuant to Board policy, effective October 16, 2001, all County departments must obtain Board approval to purchase or finance any equipment with a unit price of \$250,000 or greater prior to submitting requisitions to the Purchasing Agent for processing a purchase order. This purchase will replace the existing obsolete analog black and white copiers in the RR/CC Print Shop with a digital photocopier system. The RR/CC relies on its Print Shop to produce, print and duplicate a large volume of its printed materials for election and document recording operations. The new photocopier system will facilitate the printing and duplication of mission critical materials in an efficient and cost-effective manner.

Our existing equipment, which was purchased more than fifteen years ago, is constantly breaking down and requiring service and repair. The frequent interruptions in the Print Shop operations adversely impact the Department's ability to effectively meet deadlines in performing its duties and responsibilities. As a result, the Department is required to outsource a number of election and recorder critical jobs because of equipment down time and the inability of our current equipment to print certain jobs. The current antiquated

photocopiers are unreliable, inefficient, costly to maintain and operate, and do not provide enhanced flexible printing solutions available with digital systems.

This replacement photocopier system will provide the Department with an integrated solution that will link with smaller scale digital photocopier equipment located throughout the Department. This will enable the Print Shop to seamlessly route printing jobs through the use of the Department's email system, as needed, which will increase productivity, enhance business performance, and maximize utilization of the Department's infrastructure. Additionally, this replacement system will eliminate excessive down time to our Print Shop operation, escalating repair costs, and allow the Department to effectively manage the printing of its mission critical materials in a timely manner.

This purchase exceeds the \$250,000 fixed asset threshold established by your Board, and requires your approval to move forward with the solicitation and acquisition process.

Implementation of Strategic Plan Goals:

The recommended action supports the County's Strategic Plan:

Goal No. 1: Service Excellence:

Provide the public with easy access to quality information and services that are both beneficial and responsive.

Goal No. 3: Organizational Effectiveness:

Ensure that service delivery systems are efficient, effective, and goal-oriented.

FISCAL IMPACT/FINANCING

The Department has sufficient appropriation in the current 2003-04 Fiscal Year to purchase the photocopier system and has evaluated the lease to purchase versus outright purchase options. Based on the expected useful life cycle of the new equipment, vendor proposals, and budgetary uncertainties, the Department has determined that an outright purchase of this equipment is the most cost-effective and practical option. Additionally, the RR/CC anticipates that the replacement photocopier system will result in a cost-savings of approximately \$291,000 in the first year of acquisition. Additional savings will be realized in subsequent years through a reduction in the number of outsourced printing jobs. The maintenance costs will be funded out of the Department's existing budget at a considerable cost savings to the Department.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This is a fixed asset purchase under the statutory authority of the County Purchasing Agent. Upon your approval, RR/CC will submit the Requisition for Purchase Order to the Internal Services Department.

The proposed specifications for this acquisition have been reviewed and approved by the Chief Information Office. This acquisition conforms to the goals and vision set forth by the County as it relates to enhancements to its information technology infrastructure.

CONTRACTING PROCESS

The recommended purchase is within the statutory authority of the County Purchasing Agent. Upon your approval, the Purchasing Agent will effect the purchase in accordance with the County's Purchasing policies and procedures established by the Internal Services Department.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended purchase will provide the Department with a reliable, integrated business solution that will result in increased efficiency and productivity. As a result of this purchase, the Department's Print Shop will realize the benefits of a seamless solution that provides for digital printing, archiving, document manipulation, forms creation, variable data printing and network scanning. The new photocopier system will provide the Department the flexibility to handle a number of jobs and projects that are currently outsourced due to limitations with our existing equipment.

CONCLUSION

Upon approval by your Board, the Executive Officer is requested to return adopted copies of this letter to:

1. Department of Registrar-Recorder/County Clerk
Procurement & Contracts
12400 Imperial Highway, Room 7211
Norwalk, CA 90650
Attention: Joseph Horvath, Section Head
2. Internal Services Department
Purchasing & Contracts Division
1100 N. Eastern Avenue, Room 102
Los Angeles, CA 90063

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Attention: Joe Sandoval, Division Chief

Respectfully submitted,

CONNOR B. McCORMACK
Registrar-Recorder/County Clerk

CMC:jh

c: Chief Administrative Officer
Auditor-Controller
Internal Services Department