

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

MAY 23, 2023

FROM

VICTOR TORDESILLAS, Director, Department of Risk Management

SUBJECT

Contracts for Specialized Photocopy Services to Support the County's Self-Insurance Programs

RECOMMENDATION(S)

Approve fee-for-service contracts with the following companies to provide specialized photocopy services, for an estimated aggregate cost not-to-exceed \$2,450,000, for the period of June 15, 2023, through June 14, 2028.

1. Team Legal, Inc., **Contract No. 23-486**.
2. V. A. Anderson Enterprises, Inc. dba Kopy Kat dba Copytech, **Contract No. 23-487**.
(Presenter: Victor Tordesillas, Director 386-8621)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost of \$490,000, for a total aggregate cost not-to-exceed \$2,450,000, for specialized photocopy services will be paid from various Department of Risk Management (DRM) funds. These services will be paid on a fee-for-service basis in accordance with the contracted rate schedule (Attachment A) in the contract. Sufficient appropriation is available in the 2022-23 DRM budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

DRM oversees the County's self-insured public liability and workers' compensation programs and seeks to minimize the frequency and severity of financial loss to the County through a coordinated integrated Risk Management Program. As part of the integrated Risk Management Program, DRM employs specialized photocopy services that extend beyond the scope of the County's expertise to effectively process liability and workers' compensation claims. Specialized photocopy services include capabilities such as locating sources and retrieving records, subpoena services, duplication of x-ray, Magnetic Resonance Imaging (MRI), Computed Axial Tomography (CAT) scans, audio and/or video (compact disc (CD)/digital video disc(DVD)), and conversion of written materials to electronic media.

PROCUREMENT

On October 31, 2022, DRM released Request for Proposal (RFP) No. RMG123-RMADM-4694, soliciting proposals for specialized photocopy services. The RFP was posted on San Bernardino County's Electronic Procurement Network (ePro), and the following companies submitted proposals:

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Vendor Name	Location
OmniPro, Inc.	Chino, CA
Team Legal, Inc.	Valencia, CA
V.A. Anderson Enterprises, Inc. dba Kopy Kat dba Copytech	Brea, CA

A subject matter expert reviewed the proposals for responsiveness and only Team Legal, Inc. and V.A. Anderson Enterprises, Inc. dba Kopy Kat dba Copytech proceeded to the evaluation stage. After a delay due to the availability of evaluators, an evaluation committee consisting of DRM staff evaluated the proposals based on qualifications, experience, and relevant expertise necessary to serve the County. The evaluation committee recommends awarding contracts to both companies. No protests were received.

On July 1, 2022, the Copy Service Fee Schedule mandated by SB 863 became effective, which is established in the California Code of Regulations, Title 8, Chapter 4.5 Division of Workers' Compensation, Subchapter 1. Administrative Director – Administrative Rules, Article 12. Copy Service and Electronic Transaction Rates. Both vendors have agreed to abide by this regulation.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Laura Crane, Principal Assistant County Counsel, 387-5455) on April 10, 2023; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on April 11, 2023; Human Resources (Diane Rundles, Assistant Executive Officer, 387-5572) on April 24, 2023; Finance (Ivan Ramirez, Administrative Analyst, 387-4020) on April 26, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 6, 2023.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 23, 2023



cc: Risk - Tordesillas w/agrees
Contractor - c/o Risk w/agree
File - w/agree
CCM 06/1/2023