



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

Contract No. 2200A

CONTRACT

This contract ("Contract"), made this 1st day of September, 2021 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 furnish all the materials, equipment and 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 when needed and requested by the County of Henrico in accordance with: (i) Invitation for Bid # 21-2200-7JEC dated August 3, 2021 including the general terms, conditions and requirements therein; (ii) Contractor's Bid dated August 17, 2021; and the Price Schedule included as Appendix A (collectively, the "Contract Documents"). The term of this Contract shall be from the date the last party signs through August 31, 2022 and may be renewed for up to four additional one-year periods. Pricing shall be in accordance with the Price Schedule included as Appendix A.

In consideration of the foregoing, 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
ADDRESS 1905-C Westwood Avenue
Richmond, VA 23237

County of Henrico, Virginia
P.O. Box 90775
Henrico, VA 23273-0775

BY Vernon L. Willey, Jr.
TITLE Business Development Rep.
DATE 9-2-21

BY Oscar Knott
Oscar Knott, CPP, CPPO, VCO
Purchasing Director
DATE 9/13/21

APPROVED AS TO FORM

Assistant County Attorney signature and title

APPENDIX A

Price Schedule – Contract No. 2200A

Lot 1 – Digital Large Document Printing

Item	Description	Price Per Square Foot
20# Bond, Black and White – Full Scale		
1	12" x 20" Digital Prints	.06
2	18" x 24" Digital Prints	.06
3	24" x 30" Digital Prints	.06
4	24" x 36" Digital Prints	.06
5	30" x 42" Digital Prints	.06
6	35" x 87" Digital Prints	.06
20# Bond, Black and White – Half Scale		
7	12" x 18" Digital Prints	.06
8	15" x 22" Digital Prints	.06
9	18" x 24" Digital Prints	.06
20# Bond, Color – Full Scale		
10	12" x 20" Digital Prints	.16
11	18" x 24" Digital Prints	.16
12	24" x 30" Digital Prints	.16
13	24" x 36" Digital Prints	.16
14	30" x 42" Digital Prints	.16
15	35" x 87" Digital Wall Map	.16
20# Bond, CAD Color – Half Scale		
16	12" x 18" Digital Prints	.16
17	15" x 22" Digital Prints	.16
18	18" x 24" Digital Prints	.16
Mounting on Foam Core Board		
19	¼" x 48" x 96"	\$2.10
20	¼" x 30" x 42"	\$2.10
21	¼" – 3/16" x 24" x 36"	\$2.10
22	Mylar, 4 Mil Double Mat	\$1.15
23	Mylar, 4 Mil Opaque	\$1.15
24	Velum, 18# Non-erasable	\$1.15
25	Velum, 18# Erasable	\$1.15
26	Lamination 24" x 36"	\$2.00

Lot 2 – Specification Booklets, Reports and Other Copying

Item	Description	Price Per Square Foot
1	Reproduction of Specification Booklets 8-1/2" x 11, 20# Bond, 84 Min. Brightness, Black & White	.04

2	Reproduction of Specification Booklets 8-1/2" x 14, 20# Bond, 84 Min. Brightness, Black & White	.06
3	Reproduction of Specification Booklets 11 x 17, 20# Bond, 84 Min, brightness, Black & White	.07
4	Reproduction of Specification Booklets 8-1/2" x 11 20# Bond, 90 Min, Brightness, Color	.27
5	Reproduction of Specification Booklets 8-1/2" x 14, 20# Bond, 90 Min, Brightness, Color	.33
6	Reproduction of Specification Booklets 11 x 17, 20# Bond, 90 Min, Brightness, Color	.40
7	Reproduction of Specification Booklets 8-1/2" x 11 24# Premium Bond, 110 Min, Brightness, Color	.27
8	Reproduction of Specification Booklets 8-1/2" x 14, 24# Premium Bond, 110 Min, Brightness, Color	.33
9	Reproduction of Specification Booklets 11 x 17, 24# Premium Bond, 110 Min, Brightness, Color	.40
10	Drilling - 2-hole	.01
11	Drilling - 3-hole	.01
GBC Binding		
12	1/4 - 3/4	\$1.35
13	3/4 - 1-1/4	\$1.35
14	Over 1-1/4	\$1.35
Velo Binding		
15	1/4 - 3/4	\$1.35
16	3/4 - 1-1/4	\$1.40
17	Over 1-1/4	\$1.50
18	1-Fold	.15
19	2-Fold	.25

Lot 3 – Digital Scanning and Graphic File Conversion

Item	Description	Price Per Square Foot
1	Black and white scanning to digital file and storage of blue line and black line plans – Quantities less than 50	.20
2	Black and White scanning to digital file and storage of blue line and black line plans – Quantities 51-100	.20
3	Black and White scanning to digital of blue line and black line plans – Quantities greater than 100	.28
4	Color scanning to digital file and storage – Quantities 1 sheet to 50 sheets	.28
5	Color scanning to digital file and storage – Quantities 51 sheets to 100 sheets	.28
6	Color scanning to digital file and storage - Quantities greater than 100 sheets	.28

Lot 4 – Electronic Files

Item	Description	Price Per 800MB
1	Write stored images to USB flash drive per 800MB	\$8.00

Lot 5 – Bid Distribution Services

Item	Description	Price Per Trip
1	Internal Distribution Per Section I, Item H	\$1.50
2	External Distribution Per Section I, Item H	\$1.50