

MINUTE ITEM

7/17/68

33. REPRODUCTION SERVICES; REPORT TO COMMISSION AS REQUESTED AT MEETING
OF JUNE 19, 1968 - GEN. DATA.

The attached Calendar Item 28 was presented to the Commission for information
only, no Commission action being required.

Attachment

Calendar Item 28 (1 page)

REPRODUCTION SERVICES
REPORT TO COMMISSION, AS REQUESTED AT MEETING OF JUNE 19, 1968

At the June 19, 1968, meeting of the State Lands Commission, during discussion of the renewal of a reproduction-services contract for the Los Angeles and Long Beach offices for the 1968-69 fiscal year, the staff was directed to investigate and report back on:

1. Whether the work could be done by another State agency under contract.
2. Whether it would be economically feasible for the State Lands Division to purchase equipment of its own and to do its own work.

In the Los Angeles area, only the Division of Highways has a comparable range of reproduction services available. They have informed us that they are unable to handle any of our work.

To attempt to break the service contract into components in order to use other State agencies' facilities would have several disadvantages. First, no pick-up or delivery service is afforded. Second, another agency's work would receive first priority, which would have an adverse effect on Division work-flow schedules. Third, some types of work still would require outside contract reproduction services.

For the above reasons, it is not recommended that consideration be given to contracting with other State agencies for reproduction services at this time.

The Division has reviewed the volume of each type of reproduction service required and has concluded, on the basis of the number of specialized types of service and the relatively low volume of each required, that the most economical method of accomplishing the work is by use of the outside service contracts.

The cost of each of the many types of machines required to provide the needed service, together with the cost of a trained operator and additional space requirements, would exceed the current annual reproduction-services contract costs.