



SAN MATEO-FOSTER CITY  
SCHOOL DISTRICT

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## Request for Proposal (RFP) Number 2018

### Reprographic Services

Submitted by:



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## Chapter 1 - Proposal Summary

Since the early 1900's, the bay area companies that have become **ARC Document Solutions** have enjoyed long-term relationships with many of the Bay Area's top architectural, engineering and construction firms. ARC Document Solutions (ARC) serves its customers with the most innovative technology, equipment and solutions available today. The company's track record demonstrates that our personalized service creates loyal customers. We recognize the unique characteristics of each our customers and deliver a suite of services that will complement their organization.

In this proposal we will show the credibility and reliability of ARC and attempt to illustrate the integrity that is put into each and every job. The San Mateo-Forster City School District can expect the highest level of quality and service through the Document Imaging Solution ARC offers.

With ten convenient Bay Area locations, we are able to provide a consistently high level of regional service and coverage to the greater San Francisco Bay Area. ARC's national and international network of locations allows this service offer to extend to any remote consultants or trade partners the San Mateo-Forster City School District might engage.

ARC Document Solutions is pleased to offer the following services and products:

- Large Scale (all manner of documents) Document Imaging & Data Extraction
- The PlanWell Suite of Cloud-based Archiving & Project Management Tools
- Project Document Management and Library Services
- CD and DVD Creation and Duplication
- Large and Small Format Printing in Black & White
- Oversized Format Printing
- Plan Delivery and Distribution
- Online Ordering
- Large and Small Color Printing
- Mounting, Laminating and all Special Bindery Procedures
- Banners, Car Wraps, Posters, Advertisement, Signage
- Scanning Archiving of Documents
- Legacy [Archiving] with 4 Levels of Back-up
- Supplies, On-Site Services, Equipment Sales & Service
- Twenty-four hour Service Available

Our Mission is simple...**To deliver our customers' time-critical information whenever they want it, to wherever they want it, and in whatever format they need it.**

## **Chapter 2 – List of Personnel**

Max Rafie  
Account Executive  
Office: 415 495 8700  
Cell: 415 602 8577  
[Max.Rafie@e-arc.com](mailto:Max.Rafie@e-arc.com)

Scott Braley  
Service Center Manager  
ARC San Carlos  
Office: 650 631 2310  
Cell: 650 245 9411  
[Scott.Braley@e-arc.com](mailto:Scott.Braley@e-arc.com)

### **Chapter 3 - Company Profile**

**ARC Document Solutions** is one of the leading document solutions companies in the United States providing business-to-business document management technology and services to the architectural, engineering and construction, or AEC industries. The Company also provides document management services to companies in non-AEC industries, such as technology, financial services, retail, entertainment, and food and hospitality. ARC provides its services through its suite of reprographics technology products, a network of hundreds of reprographics service centers around the world, and on-site at thousands of customer locations.

Within Northern California, ARC has 18 service centers and its corporate headquarters (in San Ramon).

ARC Document Solutions is a publically traded firm (NYSE – ARC)

## **Chapter 4 - Qualifications of the Firm**

ARC Document Solutions maintains a dedicated facility whose sole purpose is document imaging, data extraction & digital library management. ARC team has supported projects throughout Northern California. Listed below are some of their recent Document Imaging Engagements:

- **San Francisco Unified School District:** California's second largest school district engaged us to provide a document management solution for the financial documents associated with their 2011 Bond Program. This involved designing a cloud-based storage solution that allowed for easy assignment of search criteria to the published documentation – allowing for DIY publishing, tagging & sharing of content.
  - Initial Project Value: \$120,000
  - Primary contact: Susan Ortega, [ortegas@sfusd.edu](mailto:ortegas@sfusd.edu)
  - Project done on time & within budget
- **UCSF Benioff Children's Hospital, Oakland:** Provide an intelligent cloud storage solution for the documents relating to their campus revitalization. Also provided imaging and metadata association for the hospital as-built collection.
  - Initial project value: \$20,000
  - Primary Contact: Doug Nelson, [dnelson@mail.cho.org](mailto:dnelson@mail.cho.org)
  - Project done on time & within budget
- **Morgan Hill Unified School District:** Providing wholesale digitization and metadata association of the facilities department library. Also provide the cloud based storage solution for the resulting digital collection.
  - Initial project value: \$95,000
  - Primary contact: Anessa Espinosa, [espinosaa@mhusd.org](mailto:espinosaa@mhusd.org)
  - Project in process
- **City of Palo Alto, City Manager's Office:** We scanned over 130,000 pages of City Council Minutes from 10 years + worth of meetings. Once scanned we converted them into searchable PDF files, and then named each file in a uniform fashion to organize the data. We worked with the staff at the COPA to determine the best way to name each file so that the images could be loaded into their existing storage environment.
  - Contact: Deniz Tunc (650) 329-2123
  - Project done on time & within budget

## **Chapter 5 - Proposed Innovations**

ARC Document Solutions will provide the following innovations in order to provide a fundamentally higher value to the San Mateo Foster City SD.

- Cloud-based Storage as interim delivery vehicle
  - ARC Document Solutions will provide access to all interim content via its secure, cloud-based SaaS storage solution. Here the documents can be reviewed for image quality & even searched based on the associated search criteria.
  - ARC will offer details on using this platform on an ongoing basis, should the San Mateo Foster City SD be interested. This platform would answer all of the meta search, in-document search & document retention workflows called out in the proposer question dialogue.
- Additional Services
  - On Call Pick up & Delivery available
  - Custom programming to connect our SaaS services to legacy or other 3<sup>rd</sup> party systems (i.e. SharePoint)

## **Chapter 6 – Forms and Pricing**



85. **RATE RESPONSE FORM**  
(PERCENTAGE DISCOUNT)

<b><u>SERVICE CATEGORY</u></b>	<b><u>PERCENTAGE</u></b>	<b><u>%</u></b>
1 ) Acetate Covers (Small Format B&W)	<u>40</u>	%
2 ) Binding/Edge (Standard, Small Format B&W)	<u>40</u>	%
3 ) Cad Plotting (PPC Bond, Large Format B&W)	<u>40</u>	%
4 ) Collate/Machine (Small Format B&W)	<u>40</u>	%
5 ) Copying (Small Format 8.5"X11", B&W (from Document Mgmt. System) )	<u>40</u>	%
6 ) Copying (Small Format, B&W)	<u>40</u>	%
7 ) Copying (Small Format, Card Stock, 8.5"X14", B&W)	<u>40</u>	%
8 ) Copying (Large Format, Half Size, PPC Bond, B&W)	<u>40</u>	%
9 ) Copying (Large Format, PPC Bond, B&W)	<u>40</u>	%
10 ) Copying (Large Format, PPC Bond, Color)	<u>40</u>	%
11 ) Diazo Prints (Blueline / Blackline)	<u>40</u>	%
12 ) File Conversion, Digital (TIFF to PDF or Similar Format)	<u>40</u>	%
13 ) Folding (Small Format B&W)	<u>40</u>	%
14 ) Image/Data Transfer To CD/DVD Media	<u>40</u>	%
15 ) Laminating	<u>40</u>	%
16 ) Mounting (Large Format)	<u>40</u>	%
17 ) Mounting (Small Format)	<u>40</u>	%
18 ) Scanning to CD/DVD Media	<u>40</u>	%
19 ) Staple (Hand)	<u>40</u>	%
20 ) Staple (Machine)	<u>40</u>	%
21 ) Electronic Document Management Fee (Color Images)	<u>40</u>	%
22 ) Electronic Document Management Fee (Drawings)	<u>40</u>	%
23 ) Electronic Document Management Fee (Specifications)	<u>40</u>	%
24 ) Transmittal Fee, Email	<u>40</u>	%
25 ) Transmittal Fee, Fax	<u>40</u>	%
26 ) Pick-Up Charge	<u>40</u>	%
27 ) Shipping Preparation Charge	<u>40</u>	%
28 ) Delivery Charge	<u>40</u>	%
29 ) Presentation Color	<u>40</u>	%
30 ) Order Processing (Color and B&W)	<u>40</u>	%
31 ) File Transfer Per MB	<u>40</u>	%

32 )	Electronic Copy (Drawings)	<u>40%</u>
33 )	Electronic Copy (Specifications)	<u>40%</u>
34 )	Electronic Document Management Retrieval Fee	<u>40%</u>
35 )	Project Setup/Update	<u>40%</u>
36 )	Monitor/Confirm/Track Receipt of Addenda	<u>40%</u>
37 )	Addenda Distribution via Email	<u>40%</u>
38 )	CD Archiving	<u>40%</u>
39 )	Jewel Case for CD/DVD	<u>40%</u>
40 )	Large Format Document Scanning	<u>40%</u>
41 )	PDF File Creation	<u>40%</u>
42 )	All Other Services (Not Including Above)	<u>40%</u>

<b>TOTAL</b>	<u>40%</u>
<b>AVERAGE</b>	<u>40%</u>

# 86. SAMPLE BASKET OF ITEMS FORM

DESCRIPTION	U/M	UNIT PRICE LIST (\$)	RATE RESPONSE FORM (%)	DISCOUNT AMOUNT (\$)	DISCOUNTED UNIT PRICE (\$)
1 ) Xerox B&W Copies - 8.5x11, Single Side, White, 20/lb. Bond	Each	\$ 0.042	%	\$	\$
2 ) Xerox B&W Copies - 8.5x11, Double Sided, White, 20/lb. Bond	Each	\$ 0.084	%	\$	\$
3 ) Xerox B&W Copies - 8.5x11, Single Side, Colored Stock, 20/lb. Bond	Each	\$ 0.062	%	\$	\$
4 ) Xerox Copies - 12x18, Single Side, White	Sq / Ft	\$ 0.055	%	\$	\$
5 ) Xerox Copies - 18x24, Single Side, White	Sq / Ft	\$ 0.055	%	\$	\$
6 ) Xerox Copies - 24x36, Single Side, White	Sq / Ft	\$ 0.055	%	\$	\$
7 ) Xerox Copies - 30x42, Single Side, White	Sq / Ft	\$ 0.055	%	\$	\$
8 ) Diazo Blue/Blackline Prints - 24x36	Sq / Ft	\$ 0.055	%	\$	\$
9 ) Diazo Blue/Blackline Prints - 30x42	Sq / Ft	\$ 0.055	%	\$	\$
10 ) Collate - Machine	Set	\$ N/C	%	\$	\$
11 ) Binding / Edge	Set	\$ 0.75	%	\$	\$
12 ) Transmittal - Fax	Each	\$ 0.50	%	\$	\$
13 ) Transmittal - Email	Each	\$ N/C	%	\$	\$
14 ) Wrapping Charge	Set	\$ 0.30	%	\$	\$
15 ) Data File Conversion (TIFF to PDF)	Set	\$ 0.50	%	\$	\$
TOTAL					\$
AVERAGE					\$

## Preferential Price list

PW DOCUMENT MANAGEMENT - DRAWINGS	\$0.825
PW DOCUMENT MANAGEMENT - SPECS	\$0.075
PLANWELL SHEET DESCRIPTION	\$0.500
Planwell Indexing	\$0.200
DIGITAL STAMP	\$0.500
ORDER PROCESSING	\$2.750
PLANHOLDER MANAGEMENT	\$20.000
E-COPY (DRAWINGS)	\$1.000
E-COPY (SPECS)	\$0.125
PLANWELL RETRIEVAL	\$3.000
MONTHLY USER FEE - PW DOC MANAGEMENT	\$5.000
MONTHLY USER FEE - PW BID MANAGEMENT	\$10.000
MONTHLY USER FEE & SKYSITE INFOLINK	\$12.500
MONTHLY ACCOUNT FEE - PW DATA NETWORK	\$10.000
MONTHLY STORAGE FEE - PW COLLABORATE	\$5.000
PROJECT SET UP/UPDATE	\$15.000
DIGITAL LABOR	\$62.500
DIGITAL OVERTIME	\$62.500
ITB - EMAIL	\$0.000
ITB - FAX	\$0.250
CONSULTATION	\$62.500
ISHIPDOCS - SAME DAY SERVICE	\$55.000
CD ARCHIVING	\$18.375
CD ARCHIVING - ADD'L	\$7.500
CD / DVD CUSTOM LABEL	\$4.000
ARCHIVE PW PROJECT TO DISC	\$77.500
DVD ARCHIVING	\$25.000
DVD ARCHIVING - ADD'L	\$15.000
JEWEL CASE FOR CD/DVD	\$0.500
PW COLOR SCAN - LARGE FORMAT	\$3.330
PW COLOR SCAN - SMALL FORMAT	\$0.200
LARGE FORMAT DOCUMENT SCANNING	\$0.840
E-SCAN LARGE FORMAT	\$0.800
INDEX FILE	\$0.060
SMALL FORMAT SCANNING 8.5X11	\$0.050
SMALL FORMAT SCANNING 11X17	\$0.080
E-SCAN SMALL FORMAT	\$0.050
CREATE SEARCHABLE PDF	\$0.100
PW LEGACY	\$0.055
PW LEGACY SPECS	\$0.015
LEGACY MINIMUM	\$15.000
PDF BOOKMARK	\$2.000

## Preferential Price list

SF COLOR SCAN TO FILE	\$0.300
BUSINESS CARDS (250 COUNT)	\$33.750
SF COLOR LABOR	\$45.000
MOUNT - 1/2" WHITE FOAMCORE	\$3.720
MOUNT - 3/16" WHITE FOAMCORE	\$3.400
MOUNT - ILLUSTRATION BOARD (SINGLE)	\$2.120
MOUNT - ILLUSTRATION BOARD (DOUBLE)	\$3.180
MOUNT - 3/16" WHITE GATORFOAM	\$4.480
MOUNT - 1/2" WHITE GATORFOAM	\$6.280
SECOND SIDE OR SUPPLIED MEDIA	\$2.120
MOUNT - 1/8" DIBOND	\$6.800
MOUNT 3/16" COROPLAST	\$2.860
MOUNT 3/8" COROPLAST	\$3.300
MOUNT - 1/8" BROWN MASONITE	\$4.700
MOUNT - 3/16" BLACK GATORFOAM	\$4.320
MOUNT - 1/2" BLACK GATORFOAM	\$5.160
MOUNT - 1/4" BROWN MASONITE	\$5.200
MOUNT - 1/8" WHITE SINTRA	\$4.200
MOUNT - 3/16" BLACK FOAMCORE	\$4.320
MOUNT - 1/8" BLACK SINTRA	\$4.220
MOUNT - 1/4" WHITE SINTRA	\$4.460
MOUNT - 1/4" BLACK SINTRA	\$4.460
MOUNT - 1/2" BLACK FOAMCORE	\$3.520
LEXAN LAMINATION	\$5.940
ADHESIVE BACKING	\$3.000
BLANK 3/16" WHITE FOAMCORE	\$1.850
BLANK 3/16" BLACK FOAMCORE	\$1.850
BLANK 3/16" WHITE GATORFOAM	\$3.300
BLANK 3/16" BLACK GATORFOAM	\$3.300
BLANK 1/2" WHITE FOAMCORE	\$2.400
BLANK 1/2" BLACK FOAMCORE	\$2.700
BLANK 1/2" WHITE GATORFOAM	\$3.900
BLANK 1/2" BLACK GATORFOAM	\$4.100
SHIPPING BOX	\$18.175
BUBBLE WRAP	\$7.625
MOUNT - CHIP BOARD	\$1.260
MOUNT - MAGNETIC	\$5.000
MOUNTING HANGERS	\$15.000
SURFACE LAMINATION 3 MIL	\$2.000
SURFACE LAMINATION 5 MIL	\$2.800
SURFACE LAMINATION 10 MIL	\$3.200
ENCAPSULATION/LAMINATION 3 MIL	\$3.000
ENCAPSULATION/LAMINATION 5 MIL	\$3.400
ENCAPSULATION/LAMINATION 10 MIL	\$3.600
ENCAPSULATION/LAMINATION TRADESHOW	\$4.000
3 MIL LAMINATION 8.5X11	\$2.000
3 MIL LAMINATION 11X17	\$2.600

## Preferential Price list

PRESENTATION COLOR SCAN	\$1.550
SMART SCAN - REDLINE	\$0.950
Smart Scan - Line Color	\$1.140
SMART SCAN - AREA COLOR	\$1.550
SMART SCAN - FULL COLOR	\$3.330
CD ARCHIVING	\$17.500
DTS - 3/16" WHITE FOAMCORE	\$7.250
DTS - 1/2" WHITE FOAMCORE	\$7.850
DTS - 3/16" BLACK FOAMCORE	\$7.550
DTS - 1/2" BLACK FOAMCORE	\$7.950
DTS - 3/16" BLACK GATORBOARD	\$9.000
DTS - 3/16" WHITE GATORBOARD	\$8.650
DTS - 1/2 " BLACK GATORBOARD	\$10.400
DTS - 1/2 " WHITE GATORBOARD	\$10.400
DTS - 3/4 " WHITE GATORBOARD	\$12.150
DTS - 1 " WHITE GATORBOARD	\$11.000
DTS - 1/8" WHITE SINTRA	\$9.275
DTS - 1/4" WHITE SINTRA	\$10.825
DTS - 1/2" WHITE SINTRA	\$12.125
DTS - 3/16" COROPLAST	\$6.450
DTS - 3/8 " COROPLAST	\$7.725
DTS - 1/16" STYRENE	\$6.700
DTS - 1/8" SIGN WHITE PLEXI	\$13.925
DTS - 1/4" SIGN WHITE PLEXI	\$18.025
DTS - WHITE ALUMINUM	\$9.275
DTS - BRUSHED SILVER DIBOND	\$13.925
DTS - DIBOND	\$13.925
DTS - 1/2 " MDO	\$10.825
DTS - 3/16" WHITE ULTRABOARD	\$8.250
DTS - 3/16" WHITE FOAMCORE - D/S	\$9.850
DTS - 1/2" WHITE FOAMCORE - D/S	\$10.400
DTS - 3/16" BLACK FOAMCORE - D/S	\$9.250
DTS - 1/2" BLACK FOAMCORE - D/S	\$13.900
DTS - 3/16" BLACK GATORBOARD - D/S	\$12.150
DTS - 3/16" WHITE GATORBOARD - D/S	\$12.150
DTS - 1/2 " BLACK GATORBOARD - D/S	\$14.400
DTS - 1/2 " WHITE GATORBOARD - D/S	\$14.400
DTS - 3/4 " WHITE GATORBOARD - D/S	\$16.150
DTS - 1 " WHITE GATORBOARD - D/S	\$13.300
DTS - 1/8" WHITE SINTRA - D/S	\$12.850
DTS - 1/4" WHITE SINTRA - D/S	\$13.900
DTS - 1/2" WHITE SINTRA - D/S	\$14.400
DTS - 3/16" COROPLAST - D/S	\$8.775
DTS - 3/8 " COROPLAST - D/S	\$10.825
DTS - 1/16" STYRENE - D/S	\$9.275
DTS - DIBOND - D/S	\$15.975
DTS - 1/2" MDO - D/S	\$12.875

## Preferential Price list

B&W PRINTS 8.5X14 - RECYCLED STOCK	\$0.051
B&W PRINTS 11X17 - RECYCLED STOCK	\$0.081
ADHESIVE LABELS	\$1.100
COLOR STOCK 8.5X11	\$0.010
PREMIUM COLOR STOCK 8.5X11	\$0.018
COLOR STOCK 11X17	\$0.016
PREMIUM COLOR STOCK 11X17	\$0.037
COVER STOCK 8.5X11	\$0.115
PREMIUM COVER STOCK 8.5X11	\$0.173
COVER STOCK 11X17	\$0.230
PREMIUM COVER STOCK 11X17	\$0.345
PRINT ON NCR PAPER	\$0.150
SFBW LABOR	\$45.000
DESKTOP PUBLISHING	\$62.500
DOCUMENT POCKETS	\$1.050
ACETATE COVERS 8.5X11	\$0.450
ACETATE COVERS 11X17	\$0.900
VINYL BACKS 8.5X11	\$1.000
VINYL BACKS 11X17	\$2.000
MACHINE COLLATE	\$0.005
DOCUMENT ASSEMBLY	\$0.250
TABS - DIE CUT & LAMINATED	\$1.000
TABS - UNLAMINATED	\$0.750
TAB STOCK	\$0.250
TABS - SET-UP	\$1.000
HOLE PUNCHING	\$0.050
BINDER CLIPS	\$0.500
BINDER CLIPS LARGE	\$0.500
BINDER CLIPS MEDIUM	\$0.375
BINDER CLIPS SMALL	\$0.250
FOLDING	\$0.000
STAPLING - MANUAL	\$0.060
STAPLING - MACHINE	\$0.020
ACCO BINDING	\$4.000
VELO BINDING - UP TO 1"	\$4.000
VELO BINDING - UP TO 2"	\$5.000
VELO BINDING - UP TO 3"	\$6.000
PERFECT BINDING SETUP	\$29.500
PERFECT BINDING	\$3.000
GBC BINDING - UP TO 1/2"	\$2.500
GBC BINDING - UP TO 1"	\$3.500
GBC BINDING - UP TO 1 1/2"	\$4.500
GBC BINDING - OVER 1 1/2"	\$6.000
PLASTIC COIL - UP TO 12MM	\$3.000
PLASTIC COIL - UP TO 22MM	\$4.000
PLASTIC COIL - UP TO 35MM	\$5.000
PLASTIC COIL - OVER 35MM	\$6.000

THIS DOCUMENT HAS A "VERIFY FIRST" TRUE WATERMARK AND VISIBLE FIBERS DISCERNIBLE FROM BOTH SIDES

## CITY OF OAKLAND

### BUSINESS TAX CERTIFICATE

ACCOUNT  
NUMBER

00003955

The issuing of a Business Tax Certificate is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other agency of the City of Oakland and/or any other ordinance, law or regulation of the State of California, or any other governmental agency. The Business Tax Certificate expires on December 31st of each year. Per Section 85.64190A, of the O.M.C. you are allowed a renewal grace ... 1st the following year.

IDBA

ARC DOCUMENT SOLUTIONS, LLC

BUSINESS LOCATION

1700 JEFFERSON ST  
OAKLAND, CA 94612-1539

BUSINESS TYPE

A General Merchandise



EXPIRATION DATE

12/31/2018



ARC DOCUMENT SOLUTIONS, LLC  
RANDY BOND  
2430 MARINER SQUARE LOOP STE A  
ALAMEDA, CA 94501-1022

THIS DOCUMENT IS ALTERATION PROTECTED AND REFLECTS FLUORESCENT FIBERS UNDER UV LIGHT

A BUSINESS TAX  
CERTIFICATE IS REQUIRED  
FOR EACH BUSINESS  
LOCATION AND IS NOT VALID  
FOR ANY OTHER ADDRESS

ALL OAKLAND BUSINESSES  
MUST OBTAIN A VALID  
ZONING CLEARANCE TO  
OPERATE YOUR BUSINESS  
LEGALLY. RENTAL OF REAL  
PROPERTY IS EXCLUDED  
FROM ZONING.

PUBLIC INFORMATION  
ABOVE THIS LINE TO BE  
CONSPICUOUSLY POSTED!




# BUSINESS REGISTRATION CERTIFICATE

FY 2018-19

BUSINESS ACCOUNT NUMBER 1015911	LOCATION ID 1033487-07-151
TRADE NAME (DBA) <b>ARC-BRYANT ST</b>	BUSINESS LOCATION <b>945 BRYANT ST</b>
BUSINESS ARC DOCUMENT SOLUTIONS LLC	THIRD PARTY TAX COLLECTOR <input type="checkbox"/> PARKING TAX <input type="checkbox"/> TRANSIENT OCCUPANCY TAX

ARC DOCUMENT SOLUTIONS LLC  
2430-A MARINER SQUARE LOOP  
ALAMEDA CA 94501

CITY AND COUNTY OF SAN FRANCISCO  
OFFICE OF THE TREASURER & TAX COLLECTOR

  
José Cisneros  
Treasurer

  
David Augustine  
Tax Collector

POST CLEARLY VISIBLE AT THIS BUSINESS LOCATION

Read reverse side. To update addresses or to close a business, go to [www.sftreasurer.org/accountupdate](http://www.sftreasurer.org/accountupdate).

# BUSINESS REGISTRATION CERTIFICATE

FY 2018-19

BUSINESS ACCOUNT NUMBER 1015911	LOCATION ID 1033489-07-151
TRADE NAME (DBA) <b>ARC-JACKSON ST</b>	BUSINESS LOCATION <b>201 JACKSON ST</b>
BUSINESS ARC DOCUMENT SOLUTIONS LLC	THIRD PARTY TAX COLLECTOR <input type="checkbox"/> PARKING TAX <input type="checkbox"/> TRANSIENT OCCUPANCY TAX

ARC DOCUMENT SOLUTIONS LLC  
2430-A MARINER SQUARE LOOP  
ALAMEDA CA 94501

CITY AND COUNTY OF SAN FRANCISCO  
OFFICE OF THE TREASURER & TAX COLLECTOR

  
José Cisneros  
Treasurer

  
David Augustine  
Tax Collector

POST CLEARLY VISIBLE AT THIS BUSINESS LOCATION

Read reverse side. To update addresses or to close a business, go to [www.sftreasurer.org/accountupdate](http://www.sftreasurer.org/accountupdate).

**PURCHASE AGREEMENT PROPOSAL (Indefinite Quantity)**

**RETURN ONE  
SIGNED COPY OF THIS  
PAGE  
AND THE REQUIRED  
DOCUMENTS**

**PRE-BID CONFERENCE AT Facilities Office 9/17/2018**

**AT: SAN MATEO-FOSTER CITY SCHOOL DISTRICT  
FACILITIES/MAINTENANCE & OPERATIONS WAREHOUSE  
1410 SOUTH AMPHLETT BLVD.  
SAN MATEO, CA 94402, TEL: (650) 312-7889**

**BIDS WILL BE OPENED AT 1:00 PM, on 10/10/2018**

**AT: SAN MATEO-FOSTER CITY SCHOOL DISTRICT  
FACILITIES/MAINTENANCE & OPERATIONS WAREHOUSE  
1410 SOUTH AMPHLETT BLVD.  
SAN MATEO, CA 94402, TEL: (650) 312-7889**

DELIVER BID, properly executed, to San Mateo-Foster City School District, prior to opening time, in sealed envelope with Purchase Agreement Proposal Number and Commodity inscribed hereon. (Include one signed copy of Page 4; retain Bidder's Duplicate copy for your file).

**DO NOT INCLUDE SALES OR EXCISE TAXES IN BID PRICES (See Section 33)**

Upon receipt of Purchase Agreement Acceptance, the undersigned hereby promises and agrees to furnish, subject to provisions of Section 23 and 27 on Page 7, all articles or services within the dates specified, in the manner and form and at the prices herein stated in strict accordance with the advertisement, specifications, proposals, general conditions, special conditions and bid sheet all which are made a part of the purchase agreement, when authorized by *Purchase Orders, Revolving Fund Orders, or Encumbrance Requests*.

Name under which business is conducted ARC Document Solutions, LLC

Business Street Address 12657 Alcosta Blvd., Suite 200 Tel: (925) 949-5100

San Ramon

CA

94583

City

State

Zip

IF SOLE OWNER, sign here:

I sign as sole owner of the business named above.

IF PARTNERSHIP, sign here:

The undersigned certify that we are partners in the business named above and that we sign this purchase agreement with full authority so to do. (One or more partners sign)

IF LIMITED LIABILITY COMPANY, execute here:

The undersigned certify that they sign this purchase agreement with full and proper authorization so to do.  
Company Name ARC Document Solutions, LLC

Signed [Signature]

Title V.P.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Formed under the laws of the State of Texas

Do you have an affirmative Action Policy?

(Yes) X

(No) \_\_\_\_\_