

INFORMATIONAL MEMORANDUM

TO: Agency Commissioners

FROM: Fred Blackwell
Executive Director

SUBJECT: Issuance of Request for Proposals to identify a company from which to contract for the lease and maintenance of three multi-function digital copy machines to replace three older copy machines in the Agency's office.

EXECUTIVE SUMMARY

The Agency has been procuring lease and maintenance services for one high-volume black and white Canon copy machine and for two medium-volume black and white Toshiba copy machines since September 2004 and May 2006 respectively. The equipment and maintenance services have been provided by 2 associated equipment dealers and maintenance providers for each brand of copy machine.

Staff is releasing an RFP to identify one company with which to enter into a 3-year contract, with an optional 3-year extension, for the lease and maintenance of new replacement equipment. By entering into one contract instead of four, staff will not only reduce the time spent administering the equipment and its contract, but also expects to achieve better pricing by grouping the equipment on one contract. A three-year extension to the contract will also save on the administrative costs associated with training staff and integrating the Agency's computers with entirely new equipment.

DISCUSSION

The Agency currently has month-to-month lease and maintenance contracts for 1 high-volume copy machine with Canon Financial Services and Canon Business Solutions and 2 black and white medium-volume copy machines with Toshiba Financial Services and Toshiba Business Solutions. This equipment has been in use at the Agency since 2004 and 2006 respectively. Staff is soliciting written proposals from qualified firms for a 3-year contract, with one optional 1-year extension, to replace these copiers. Staff is requesting "Cost Per Copy" pricing wherein the successful applicant supplies the copiers, training, maintenance, repairs, parts, and all consumables (except paper). Agency staff will significantly reduce the administrative work by consolidating our contracts with one company rather than four, and also expects to achieve better pricing due to the consolidation of all the equipment with a single vendor. The Agency also stands to achieve efficiency through a three-year extension to the contract, which would eliminate the time required to train staff on new copiers and also in the work necessary to network all the computers to new copy machines. Indeed, the efficiency achieved is significant not only because of the complexity of these machines for making photocopies, but as digital

multi-function copy machines they must be fully networked to all of the Agency's computers to allow for desktop document printing, faxing, and retrieval of the documents that have been scanned at the copier and saved as Word, Excel, or PDF documents.

Agency staff will recommend a vendor for the Agency Commission's consideration for an Equipment and Maintenance Contract following staff's evaluation of the submitted proposals and equipment demonstrations.

The anticipated schedule for selection of the contractor is as follows:

Issuance of RFP	Wednesday October 7, 2009
Pre-submission meeting at the Agency	1-2 pm, Wednesday October 21, 2009
Deadline for questions and requests for additional information	4 p.m., Monday, October 26, 2009
Deadline for Proposal Submission	4:00 p.m., Monday, November 9, 2009
Equipment Demonstrations	November 16-18
Staff Recommendation to Commission	December 15, 2009
	*Dates subject to change

The RFP will be advertised in the Chronicle and The Examiner beginning October 7 for a period of thirty (30) days.

Agency authorization of the proposed Second Amendment is an administrative activity that does not constitute a project, pursuant to California Environmental Quality Act Guidelines Section 15378(b)(5).

The Request for Proposals is attached.

Originated by: Amy Dawson, Administrative Services Manager

Fred Blackwell
Executive Director

Attachment 1
[Request for Proposals](#)