

BOARD MEETING DATE: June 4, 2021

AGENDA NO. 11

PROPOSAL: Authorize Cooperative Purchasing Agreement for Printing Equipment and Multi-Function Devices

SYNOPSIS: South Coast AQMD's printing equipment and multi-function devices contract is set to expire on December 31, 2021. The current provider has offered a proposal that ends the existing contract early, with no penalty or costs, and updates existing equipment, multi-function devices, and related software, which will result in cost-savings to South Coast AQMD. This action is for authorization to terminate the existing contract with MRC Smart Technology Solutions, a Xerox company, and execute a new five-year lease and maintenance agreement with the same vendor, beginning July 1, 2021 to June 30, 2026, for a total amount not to exceed \$802,000, utilizing a cooperative purchase program. Funding has been included in the FY 2021-22 budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, May 14, 2021; Recommended for Approval

RECOMMENDED ACTIONS:

1. Terminate the current contract with SoCal Office Technologies, Inc. (now MRC Smart Technology Solutions) on June 30, 2021, without additional costs or penalties; and
2. Authorize the Executive Officer to execute a five-year lease and maintenance agreement with MRC Smart Technology Solutions, beginning July 1, 2021, and ending June 30, 2026, for a total amount not to exceed \$802,000 with an estimated average annual cost of \$160,400. Costs cover two color production printers, one black and white production printer system, 28 walk-up floor copiers (including one for Long Beach office), lease payments, maintenance, software, taxes and estimated print charges based on past usage.

Wayne Natri
Executive Officer

AJO:VMR:WB:VL

Background

The South Coast AQMD Print Shop is responsible for prioritizing, coordinating, and performing printing tasks in-house. The Print Shop staff produces approximately 4.7 million in-house impressions and over 8,000 in-house copy and color press jobs per year. In addition, this staff oversees the maintenance of 28 multi-function devices (walk-up floor copiers), including troubleshooting minor issues, ordering supplies, and placing service calls, that handle approximately 950,000 impressions made annually by staff. Documents produced include Board and committee meeting documents, training manuals, the South Coast AQMD Advisor, and publications vital to keeping residents and businesses informed and aware of upcoming programs and events such as notices for public workshops and special events.

Since 2016, South Coast AQMD has maintained a lease agreement with SoCal Office Technologies, Inc. (now known as MRC Smart Technology Solutions, a Xerox company) for high-volume printing equipment and multi-function devices. This agreement is set to expire on December 31, 2021. MRC Smart Technology Solutions has submitted a proposal that includes various enhancements to current equipment and related software that would provide greater production flexibility, minimize paper usage, allow outsourced jobs to be produced in-house (i.e., business cards, envelopes, posters), and reduce costs. Software innovation includes the ability for Print Shop staff to work remotely via Virtual Private Network (VPN), reduce and/or eliminate steps in current job-building processes, eliminate the need for physical meter counts, and cloud and mobile connectivity that allows staff to remotely send files to multi-function devices.

Cooperative Purchase Agreement Process

South Coast AQMD's Procurement Policy and Procedure Section IV(A)(5) allows, whenever possible, the use of cooperative purchasing programs, provided that the quality of the available items meets South Coast AQMD requirements. Cooperative purchasing agreements reduce the cost of goods and services by aggregating the purchasing power of public agencies nationwide. This proposal utilizes a cooperative purchasing agreement with OMNIA Partners, Public Sector (subsidiaries National IPA and U.S. Communities), the most experienced cooperative purchasing organization for state and local government, K-12 education, and colleges/universities. All contracts available through OMNIA Partners, Public Sector are competitively solicited and publicly awarded by a lead public agency.

Proposal

To address variable print production volumes and ever-changing technology, staff is recommending print equipment and related software that increases efficiency, enables outsourced jobs to be produced in-house, expands offerings to internal customers, and implements an agency-wide solution to meet current and future needs. New equipment in this proposal includes two color production printers and one black and white

production printer for the Print Shop and 28 multi-function devices throughout the facility, including one located at the Long Beach field office, and related software.

The proposed cooperative purchasing agreement is with MRC Smart Technology Solutions, a Xerox company, for a five-year lease term commencing on July 1, 2021, through June 30, 2026, in an amount not to exceed \$802,000. To implement a new agreement, this proposal would also allow the parties to terminate the current contract early, effective June 30, 2021, with no additional costs or penalty. MRC Smart Technology Solutions serves Southern California with 20 factory-certified service technicians serving the Diamond Bar area, and a local warehouse. The company will provide a professional service team, a tenured account management team, quality products and excellent customer service.

Resource Impacts

The estimated average annual cost for the Print Shop’s two-color production printers and one black and white printer and the 28 multi-function devices is \$160,400, for a total five-year cost of \$802,000. Costs include equipment, lease payment, maintenance, taxes, software and estimated print charges based on past usage. Sufficient funds were requested in the FY 2021-2022 budget. Funding will be included in subsequent fiscal years for the remaining four-year term of the five-year lease and maintenance agreement.