

BOARD MEETING DATE: October 7, 2016

AGENDA NO. 12

PROPOSAL: Execute Lease and Maintenance Agreement for Printing Equipment and Copiers

SYNOPSIS: On June 3, 2016, the Board approved the release of an RFP to solicit lease proposals to replace the Print Shop's black and white printer equipment, the color production printer and walk-up floor copiers. This action is to execute a five-year lease and maintenance agreement with SoCal Office Technologies, a Xerox subsidiary, for a total amount not to exceed \$632,455. Funding has been included in the FY 2016-17 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, September 9, 2016; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a five-year lease and maintenance agreement with SoCal Office Technologies, a Xerox subsidiary, for two color production printers, one black and white printer system and 28 walk-up floor copiers for a total amount not to exceed \$632,455 with an estimated annual cost of \$126,491. Costs include the lease payment, maintenance and estimated overage charges based on past usage.

Wayne Nastri
Acting Executive Officer

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Background

The Print Shop produces documents, training manuals and publications vital to the operations of SCAQMD and to keeping residents and businesses aware of upcoming programs and events. The Print Shop prints the SCAQMD Advisor, notices for public workshops, Board and committee meeting documents, as well as printed advertisements for special events such as the Lawn Mower Exchange Program. Last year, the Print Shop produced over 5 million copies and processed over 4,100 work orders.

Since 2012, SCAQMD has secured a lease agreement with Image IV for high-volume printing equipment for the Print Shop and for 28 walk-up floor copiers. This agreement expires in January 2017. The RFP (#P2016-24), released in June 2016, solicited two color production printers, a black and white printer system, and 28 walk-up floor copiers. The new printing and equipment and copiers will provide greater production flexibility, minimize paper usage and provide savings in costs and staff time.

The proposed walk-up copiers feature copy, scan, email and fax capabilities. The proposed Print Shop's black and white printer will print 200 impressions per minute, and scan and produce 65 pages per minute. The two proposed color production printers can print 80 impressions per minute. The proposed printers deliver consistent, high quality duplication of photos and graphics, newsletters and reports with professional results.

This Board action is to obtain a new lease agreement to replace the existing Print Shop equipment and the walk-up floor copiers with Xerox equipment.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the entire South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov/>).

Bid Evaluation

In addition to the advertising, 39 copies of the RFP were mailed. Eleven proposals were received when final bidding closed at 2:00 p.m., July 6, 2016. Five of the proposals received were deemed complete and met RFP requirements.

The panel evaluating proposals included three SCAQMD employees and one outside evaluator – a Business Services Manager, Print Shop Supervisor, Community Relations Manager and the Director of Printing from the City of Los Angeles. Of these four panel members, two are Caucasian, one is Asian, and one is Hispanic; two female, two male. The panel's evaluation is summarized in the Attachment.

As part of the evaluation process, SCAQMD's Business Services Manager, Print Shop Supervisor and lead Duplicator Operator attended equipment demonstrations from the top three highest-scored RFP submittals to assess the proposed machines and software. Six

SCAQMD jobs were sent to each of the vendors as files and were produced by the proposed equipment. SoCal Office Technologies gave a demonstration that was flawless and precise, demonstrating that their proposed equipment/software solutions would benefit SCAQMD by streamlining many of the Print Shop's daily tasks as well as providing multifunction devices (walk-up copiers) that would increase efficiency and the workflow of support staff.

Proposal

Staff recommends approval of the five-year lease agreement with SoCal Office Technologies for two color production printers, one black and white printer system for the Print Shop, and 28 walk-up floor copiers throughout the facility, including one located at the Long Beach field office.

SoCal Office Technologies is a wholly owned subsidiary of Xerox Corporation. SoCal Office Technologies operates eight locations in Southern California with over 78 dedicated service technicians available to provide quality products and excellent customer service.

Resource Impacts

The annual cost for the Print Shop's two color production printers and one black and white printer system is estimated at \$96,320 and the 28 walk-up floor copiers at \$30,171, for a total estimated annual cost of \$126,491. Costs include lease payment, maintenance and estimated overage charges based on past usage. Sufficient funds are available in the approved FY 2016-17 Budget for estimated lease, maintenance and overage cost of \$63,245 for the remainder of this fiscal year. Funding will be included in subsequent fiscal years for the remaining term of the five-year lease and maintenance agreement.

Attachment

Proposal Evaluation for RFP #P2016-24

ATTACHMENT

**Proposal Evaluation
RFP #P2016-24**

Company	Technical Points	References	Cost Points	Small and/or Local Business, DBVE, Low Emissions	Total
SoCal Off. Tech	58	8.66	30	15	111.66
Amer. Bus. Mach	38	8.83	28	15	89.83
C3 Tech Serv.	31	9.33	30	15	85.33
Triumph	36.75	3.33	19.47	15	74.55
MRC/Mr. Copy	32.5	9.96	13.87	0	56.33