

BOARD MEETING DATE: June 5, 2026

AGENDA NO. 12

**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 June 30, 2026. This action is to execute a new five-year lease and maintenance agreement with Xerox Corporation, from July 1, 2026 to June 30, 2031, for a total amount not to exceed \$863,880, utilizing a cooperative purchase program. The agreement provides for two color production printers, one black and white production printer system, a cutter, and 29 walk-up floor multi-function devices. Funding is included in the FY 2026-27 budget and will be requested in successive fiscal years.

**COMMITTEE:** Administrative, May 8, 2026; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Executive Officer to execute a five-year lease and maintenance agreement with Xerox Corporation, beginning July 1, 2026 and ending June 30, 2031. The total cost for the agreement is not to exceed \$863,880, to cover lease payments, maintenance, software, taxes, and estimated print charges based on past usage.

Wayne Nastri  
Executive Officer

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**Background**

South Coast AQMD Print Shop currently has a five-year lease and maintenance agreement with MRC Smart Technology Solutions, a Xerox Company, which expires June 30, 2026. The lease and maintenance agreement covers two color production printers, one black and white production printer system, 29 walk-up floor multi-function devices (including copy, print, scan, email, and staple functions), maintenance, and software.

The Print Shop is responsible for prioritizing, coordinating, and performing printing tasks in-house. Print Shop staff produce approximately 2.7 million in-house impressions and over 4,000 in-house copy and color press jobs per year. In addition, the Print Shop oversees maintenance of 29 multi-function devices that handle approximately 413,000 impressions generated annually by staff. Documents produced include Board and committee meeting documents, training manuals, the South Coast AQMD Advisor, and publications provided to residents and businesses with information about upcoming programs and events, such as public workshops.

### **Proposal**

This proposal will provide two color production printers, one black and white production printer, and a cutter with splitter and creaser equipment for the Print Shop. The agreement will also provide 29 multi-function devices (including copy, print, scan, email, and staple functions) for placement in high traffic common areas and based on departmental needs at South Coast AQMD Headquarters and the Long Beach office, as well as related software. The proposed new equipment technology will increase efficiency, enable outsourced jobs to be produced in-house, expand offerings to internal customers, and implement an agency-wide solution to meet current and future needs.

The proposed cooperative purchasing agreement is with Xerox Corporation for a five-year lease term, from July 1, 2026 through June 30, 2031, in an amount not to exceed \$863,880. Xerox Company, through MRC Smart Technology Solutions, is our current provider and serves Southern California with factory-certified service technicians serving the Diamond Bar area, and a local warehouse. Xerox Corporation proposes to continue to provide a professional service team, a tenured account management team, quality products, and excellent customer service.

### **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 goods or services meets South Coast AQMD requirements. Cooperative purchasing agreements reduce costs 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), a cooperative purchasing organization for state and local government, public and private K-12 schools, colleges, universities, and non-profit organizations. All contracts available through OMNIA Partners, Public Sector are competitively solicited, evaluated, and awarded. OMNIA Partners, Public Sector awarded Xerox Corporation as a vendor to provide print goods and services and digital workspace solutions to its members.

In addition to the Xerox Corporation proposal, Print Shop staff reached out to two other pre-qualified cooperative purchase program vendors for proposals. Upon review, Xerox

Corporation's proposal provided printing equipment and multi-function devices that best fit the needs and budget of South Coast AQMD.

**Resource Impacts**

The estimated average annual cost for South Coast AQMD Print Shop's two-color production printers, a black and white printer, and a cutter, and 29 multi-function devices is \$172,776, for a total five-year cost of \$863,880, to cover equipment, lease payments, maintenance, use taxes, property taxes, software, and estimated print charges based on past usage.

The annual \$172,776 cost for the proposed lease and maintenance agreement will be allocated from the District General – Administrative and Human Resources' Budget, Services and Supplies Major Object as follows: \$109,029 from the Rents and Leases of Equipment Account, and \$63,747 from the Maintenance of Equipment Account. Costs for this item include an additional eight percent above the costs submitted in the original proposal to account for use tax changes and property taxes.

Funds for the first year were requested in the FY 2026-27 Budget, and additional funds will be requested in subsequent budgets.