



## Legislation Text

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**File #:** 20-1068, **Version:** 1

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Chief Administrative Office, Procurement and Contracts Division, recommending the Board:

- 1) Award RFP 20-985-037 to Ray Morgan Company of Roseville, California for a new copier rental program for a period of five (5) years following Board approval;
- 2) Authorize the Purchasing Agent to issue individual purchase contracts on an "as needed" basis for the placement of copiers countywide; and
- 3) Authorize the Purchasing Agent to increase the purchase contracts on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

**FUNDING:** General Fund and Non-General Fund.

### **DISCUSSION / BACKGROUND**

The Procurement and Contracts Division issued a Request for Proposals (RFP) for a new countywide copier rental program. In September, 2012, the County issued a similar RFP that was awarded to Discovery Office Systems for a five year period. The contract with Discover was extended for an additional three years in 2017. Due to the fact that eight years has passed since the original RFP, Procurement and Contracts decided to release a new RFP for the countywide copier program. Ray Morgan Company of Roseville was the successful bidder.

There are approximately two hundred twenty (220) Kyocera copiers currently placed throughout County departments. These copiers will be replaced under the terms, conditions and pricing of the new copier rental program in accordance with the new copier rental RFP. There are nine primary classes of copiers placed throughout the County with varying options and network connectivity features. Copiers are frequently upgraded or replaced when existing rental terms expire, and new copiers added as departments relocate or establish new offices. As a result, the total cost of the copier program County wide cannot be predicted. Depending on the class of copier and optional features selected the monthly copier rental cost ranges from approximately \$20 up to \$490.

Sixteen (16) Request for Proposals were issued, two (2) to local vendors, five (5) qualified responses were received, none from local vendors.

Qualified responses were received from:

Toshiba Business Solutions of Sacramento  
Ray Morgan Company of Roseville  
Canon Solutions America of Sacramento  
Caltronics Business Solutions of Sacramento  
Kyocera Northern California of Sacramento

In accordance with Board of Supervisors Policy C-17, Section 7.10, proposal responses were evaluated by personnel from the Procurement and Contracts Division and Information Technologies staff. Responses were evaluated on proposal content and presentation; compliance with administrative requirements; ability to provide all classes of equipment as identified in the RFP;

experience, qualifications, and references; and cost. Ray Morgan Company is recommended as the successful proposer whose copier rental program best meets the needs of the County and has the overall lowest cost.

### **ALTERNATIVES**

Stay with our existing vendor or issue a new RFP.

### **PRIOR BOARD ACTION**

September 4, 2012 #03

August 29, 2017 #02

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Information Technologies verified specifications of all copier models bid by the proposed vendor.

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

The new contract will result in annual savings, up to approximately \$270,000 annually. This figure is an estimate and will change depending on the class of copier and optional features each department selects. In addition, there will be an implementation period as the old copiers are switched out for the new copiers.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Following Board approval, the Procurement and Contracts Division will issue individual purchase contracts for orders to replace expiring copiers on an "as needed" basis.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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