PROCUREMENT SUMMARY

CONVENIENCE COPYING SERVICES/PS3825500

1.	**Contract Number**: PS3825500			
2.	**Contractor**: Xerox Corporation			
3.	**Mod. Work Description**: Increase contract authority and extend period of performance			
4.	**Contract Work Description**: Provide convenience copying services at various Metro locations.			
5.	**The following data is current as of**: 5/9/2022			
6.	**Contract Completion Status**		**Financial Status**	
	Contract Awarded:	12/9/2015	**Contract Award Amount:**	$3,757,066
	Notice to Proceed (NTP):	N/A	**Total of Modification Approved:**	$375,707
	Original Complete Date:	12/8/2020	**Pending Modification(s) (including this action):**	$454,045
	Current Est. Complete Date:	2/28/2023	**Current Contract Value (with this action):**	$4,586,818
7.	**Contract Administrator**: Antonio Monreal		**Telephone Number**: (213) 922-4679	
8.	**Project Manager**: Raul Gomez		**Telephone Number**: (213) 922-4356	

A. Procurement Background

This Board Action is to approve Modification No. 5 to Contract No. PS3825500 with Xerox Corporation to continue to provide the lease and maintenance of multi-function convenience copiers at various Metro locations.

This contract modification will be processed in accordance with Metro's Acquisition Policy and the contract type is firm-fixed unit price.

In December 2015, Metro awarded a five-year contract to Xerox Corporation for the lease and maintenance of a fleet of multi-function convenience copiers to enable staff at all Metro locations to copy, print, fax and scan documents and reports.

Refer to Attachment B – Contract Modification/Change Order Log.

B. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based on price analysis. The rates that were established as part of the competitive award shall remain unchanged and are lower than current market rates for similar services. Therefore, the recommended increase in contract authority is in the best interest of Metro.

Proposed Amount	Metro ICE	Modification Amount
$454,045.00	$454,045.00	$454,045.00