

**PROCUREMENT SUMMARY
COPY CENTER EQUIPMENT AND SERVICES / PS110638000**

1.	Contract Number: PS110638000	
2.	Recommended Vendor : Canon Solutions America, Inc.	
3.	Type of Procurement (check one): <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	Procurement Dates:	
	A. Issued: March 26, 2018	
	B. Advertised/Publicized: March 26, 2018	
	C. Pre-proposal/Pre-Bid Conference: April 3, 2018	
	D. Proposals/Bids Due: May 10, 2018	
	E. Pre-Qualification Completed: July 3, 2018	
	F. Conflict of Interest Form Submitted to Ethics: July 10, 2018	
	G. Protest Period End Date: September 24, 2018	
5.	Solicitations Picked up/Downloaded: 14	Bids/Proposals Received: 3
6.	Contract Administrator: Rommel Hilario	Telephone Number: (213) 922-4654
7.	Project Manager: Raul Gomez	Telephone Number: (213) 922-4356

A. Procurement Background

This Board Action is to approve a contract award to lease equipment for the Metro Copy Center. The Contractor will be responsible for furnishing technical support, repair services by factory trained personnel, maintenance, initial and on-going training, applicable software and software licenses, hardware and hardware retrofits, equipment relocation/moving services, and all supplies throughout the term of the Contract. Board approval of contract awards are subject to resolution of any properly submitted protest.

The Diversity and Economic Opportunity Department (DEOD) recommended a 5% Disadvantage Business Enterprise (DBE) goal for this procurement.

In January 2018, Request for Proposal (RFP) No. PS43240, which did not include a small business goal, was scheduled to be presented to the Board for award. However, staff withdrew the item from the Board agenda to allow small business participation in a reprocurement. On January 30, 2018, the solicitation was cancelled.

On March 26, 2018, RFP No. PS43240-2 was issued as a competitively negotiated procurement in accordance with Metro's Acquisition Policy.

Three amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on April 2, 2018, added equipment minimum requirements.

- Amendment No. 2, issued on April 4, 2018, included pre-proposal documents including the agenda, sign-in sheets, and planholder’s list.
- Amendment No. 3 , issued on April 11, 2018, included revised language for references, provided Metro Copy Center drawings, and extended the proposal due date.

A pre-proposal conference was held on April 3, 2018. A total of nine participants representing five firms were in attendance.

On May 10, 2018, Metro received three proposals from three firms as listed below, in alphabetical order:

1. American Business Machines
2. Canon Business Solutions, Inc.
3. Xerox Corporation

B. Evaluation of Proposals

The Proposal Evaluation Team (PET), consisting of staff from the Communications and General Services departments was convened and conducted a comprehensive technical evaluation of the proposal received.

Proposals were evaluated based on the following criteria and weights:

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| • Degree of the Contractor’s (Firm and Staff) Skills and Experience | 30% |
| • Understanding of the Work and Effectiveness of Management Plan | 30% |
| • Cost Proposal | 25% |
| • Site Visit | 15% |

Site visits were conducted by the PET at proposing firms’ local customers in order to observe and interview staff about the equipment proposed by the firms. Site visits were conducted between May 31, 2018 and June 15, 2018.

Following is a summary of the PET scores:

1	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
2	Canon Solutions America, Inc.				
3	Degree of the Contractor's (Firm and Staff) Skills & Experience	91.0	30%	27.30	
4	Understanding of the Work and Effectiveness of Management Plan	92.0	30%	27.60	
5	Cost Proposal	100.0	25%	25.00	
6	Site Visit	91.0	15%	13.65	
7	Total		100.00%	93.55	1
8	Xerox Corporation				
9	Degree of the Contractor's (Firm and Staff) Skills & Experience	89.3	30%	26.79	
10	Understanding of the Work and Effectiveness of Management Plan	85.0	30%	25.50	
11	Cost Proposal	88.0	25%	22.00	
12	Site Visit	86.0	15%	12.90	
13	Total		100.00%	87.19	2
14	American Business Machines				
15	Degree of the Contractor's (Firm and Staff) Skills & Experience	79.3	30%	23.79	
16	Understanding of the Work and Effectiveness of Management Plan	64	30%	19.20	
17	Cost Proposal	76	25%	19.00	
18	Site Visit	89.3	15%	13.40	
19	Total		100.00%	75.39	3

C. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon adequate competition, price analysis, fact finding, and technical evaluation which included a review of equipment specifications as stated in the Statement of Work.

PROPOSER	PROPOSED AMOUNT	METRO ICE	AWARD AMOUNT
Canon Solutions America, Inc.	\$1,590,568	\$1,936,500	\$1,590,568
Xerox Corporation	\$1,783,065		
American Business Machines	\$2,123,629		

D. Background on Recommended Contractor

Since 1971, Canon Solutions America, Inc. (Canon) has been providing integrated systems technology that comprises one of the strongest solutions portfolios in the industry. Canon is a wholly-owned sales subsidiary of Canon U.S.A. Inc. operating within the United States and part of the region called Canon Americas. Canon has been the equipment vendor for the Metro Copy Center for the past five years. Over that period of time, they have been working closely with staff in support of Metro Copy Center and Canon has performed satisfactorily.