

**PROCUREMENT SUMMARY**  
**CONVENIENCE COPYING SERVICES**

1.	<b>Contract Number:</b> PS3825500	
2.	<b>Recommended Vendor:</b> Xerox Corporation	
3.	<b>Type of Procurement (check one):</b> <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.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> August 5, 2015	
	<b>B. Advertised/Publicized:</b> August 5, 2015	
	<b>C. Pre-proposal/Pre-Bid Conference:</b> N/A	
	<b>D. Proposals/Bids Due:</b> September 23, 2015	
	<b>E. Pre-Qualification Completed:</b> October 22, 2015	
	<b>F. Conflict of Interest Form Submitted to Ethics:</b> October 6, 2015	
	<b>G. Protest Period End Date:</b> November 24, 2015	
5.	<b>Solicitations Picked up/Downloaded:</b> 29	<b>Bids/Proposals Received:</b> 13
6.	<b>Contract Administrator:</b> Rommel Hilario	<b>Telephone Number:</b> (213) 922-4654
7.	<b>Project Manager:</b> Raul Gomez	<b>Telephone Number:</b> (213) 922-4356

**A. Procurement Background**

This Board Action is to approve contract award in support of General Services to lease and maintain a fleet of convenience copiers for use by Metro employees as outlined in Request for Proposal (RFP) No. PS15534.

The RFP was issued as a competitively negotiated procurement in accordance with Metro's Acquisition Policy. The contract type is firm fixed unit price.

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

- Amendment No. 1, issued on August 11, 2015, clarified and corrected the Schedule of Quantities and Pricing Form;
- Amendment No. 2, issued on August 20, 2015, clarified sections of the Statement of Work, extended the proposal due date, and released Questions and Answers No. 1;
- Amendment No. 3, issued on August 25, 2015, added additional information to the Schedule of Quantities and Pricing Form and released Questions and Answers No. 2;
- Amendment No. 4, issued on September 11, 2015, clarified sections of the Statement of Work and released Questions and Answers No. 3;
- Amendment No. 5, issued on September 17, 2015, extended the proposal due date to September 23, 2015.

A total of 13 proposals were received on September 23, 2015.

## **B. Evaluation of Proposals**

Proposal submittals were evaluated in accordance with the criteria established in the RFP and in compliance with Metro's Acquisition Policy.

The proposals were evaluated based on the following evaluation criteria and weights:

- Effectiveness of Management Plan and Understanding of the Work 40%
- Degree of the Contractor's (firm and staff) Skills and Experience 30%
- Cost 30%

The evaluation criteria are appropriate and consistent with criteria developed for similar procurements for General Services. Several factors were considered when developing these weights, giving the greatest importance to the effectiveness of the management plan and understanding of the work.

Of the 13 proposals received, three were determined to be within the competitive range. The three proposers within the competitive range are listed below in alphabetical order:

1. Canon Business Solutions, Inc.
2. SoCal Office Technologies
3. Xerox Corporation

Ten firm's scores were substantially lower and determined to be outside of the competitive range and were not included for further consideration due to their inability to provide sufficient information that was required in the RFP. In general, the Proposal Evaluation Team (PET) members found these proposals lacking detail of how proposers understood the Statement of Work and lacked information to fully support the proposer's skills and experience.

The PET consisting of staff from Metro's General Services met on September 30, 2015 to conduct a comprehensive review of the technical qualifications of the proposal submissions received. The PET reviewed proposals based on the technical criteria consistent with the qualifications, experience, and resources necessary to meet the requirements of the RFP. Each proposal addressed the firm's understanding of the workplan, degree of skills and experience, and equipment necessary to perform the services outlined in the statement of work. The proposals highlighted the firms' capabilities, and the roles of the proposer's project and management teams.

## Qualifications Summary of Firms Within the Competitive Range:

### CANON BUSINESS SOLUTIONS, INC.

Canon Business Solutions, Inc. was founded in 1971. Canon Business Solutions, Inc. is a Canon U.S.A. company providing integrated systems technology that comprises one of the strongest solutions portfolios in the document management industry. Canon Business Solutions, Inc. provides networked office systems, graphic systems, copiers, printers, scanners, and fax machines. Canon Business Solutions, Inc. is currently under contract for these services with Metro and their performance has been satisfactory.

### SOCAL OFFICE TECHNOLOGIES

SoCal Office Technologies is one of the largest subsidiaries of Global Imaging Systems, Inc. a Xerox wholly owned company since 2009. SoCal Office Technologies has been providing document technology and services since 1977. SoCal Office Technologies offers an innovative mix of products and services that have affected the way that organizations manage their document assets.

### XEROX CORPORATION

Xerox Corporation (Xerox) was founded in 1906. Today, Xerox is a company focused on supporting critical business processes for enterprises of all sizes. The firm remains one of the leaders in their industry. Examples of the company's services include transaction processing services, managed and centralized print services, legal and e-Discovery services, and finance, accounting and payment services.

The PET recommendation for contract award is the following:

1	FIRM	Average Score	Factor Weight	Weighted Average Score	Rank
2	<b>Xerox</b>				
3	Effectiveness of Management Plan and Understanding of the Work	77.50	40.00%	31.00	
4	Degree of the Contractor's (firm and staff) Skills and Experience	73.33	30.00%	22.00	
5	Cost	100.00	30.00%	30.00	
6	<b>Total</b>		<b>100.00%</b>	<b>83.00</b>	<b>1</b>
7	<b>Canon Business Solutions</b>				
8	Effectiveness of Management Plan	77.00	40.00%	31.00	

	and Understanding of the Work				
9	Degree of the Contractor's (firm and staff) Skills and Experience	70.00	30.00%	21.00	
10	Cost	66.00	30.00%	20.00	
11	<b>Total</b>		<b>100.00%</b>	<b>72.00</b>	<b>2</b>
12	<b>SoCal Office Technologies</b>				
13	Effectiveness of Management Plan and Understanding of the Work	57.50	40.00%	23.00	
14	Degree of the Contractor's (firm and staff) Skills and Experience	63.33	30.00%	19.00	
15	Cost	80.00	30.00%	24.00	
16	<b>Total</b>		<b>100.00%</b>	<b>66.00</b>	<b>3</b>

**C. Cost/Price Analysis**

The recommended pricing for the contract is fair and reasonable based on adequate price competition and technical evaluation. Xerox's proposed price is substantially lower than Metro's ICE because their total price is inclusive of print charges each year plus any meter volume exceeding the base allowances for black and white and color copies. Thus, this results in a difference of \$3 million from the ICE and a savings from the second rated proposer of \$1,532,224.

<b>PROPOSER</b>	<b>PROPOSAL AMOUNT</b>	<b>METRO ICE</b>	<b>AWARD AMOUNT</b>
Xerox Corporation	\$3,757,066	\$6,700,00	\$3,757,066
Canon Business Solutions, Inc.	\$5,289,290	\$6,700,00	
SoCal Office Technologies	\$4,402,781	\$6,700,00	

**D. Background on Recommended Contractor**

Xerox is one of the leading enterprises for business process and document management services in the marketplace. Xerox manufactures and sells a wide variety of office equipment including scanners, printers, and multifunction systems that scan, print, copy, e-mail and fax. For the graphic communications and commercial print industries, the Xerox product portfolio includes high-volume, digital printing presses, production printers, and wide format printers that use xerographic and inkjet printing technologies. Although Xerox is a global company, they offer a

strong local support system for Metro through their local sales and technical support organizations. Xerox also maintains a Supplier Diversity Program to proactively partner with diverse and minority-owned businesses to help clients reach their own diversity goals. Xerox maintains a fleet of certified DBEs across the country that receive on-site training and technical analyst support. Through their proposal, Xerox has committed to standardize multi-functional devices across common platforms and user interfaces, reduce IT burden, streamline training and support processes, and reduce overall print costs by at least 30%-50% from our current copier contract.