



Board Report

File #: 2015-1238, **File Type:** Contract

Agenda Number: 36.

SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE NOVEMBER 19, 2015

SUBJECT: CONVENIENCE COPYING SERVICES

ACTION: AWARD CONTRACT

RECOMMENDATION

AUTHORIZING the Chief Executive Officer to award and execute a five-year, indefinite delivery, indefinite quantity Contract No. PS3825500 beginning December 1, 2015, with **Xerox Corporation the highest rated proposer for the lease and maintenance of multi-function peripherals for convenience copying** in an amount not-to-exceed \$3,757,066, inclusive of estimated sales taxes.

ISSUE

Metro's lease of networked MFP's will expire on December 31, 2015 and a new lease is required.

DISCUSSION

Metro's lease of 184 networked MFP's that enable staff at all Metro locations to copy, print, fax, and scan documents and reports will expire on December 31, 2015. In the next lease, Metro requires 210 units to facilitate growth, including for these new facilities:

- Division 13 - Bus Division, Downtown Los Angeles
- Division 14 - Expo Line Division, Santa Monica
- Division 24 - Gold Line Foothill Division, Monrovia
- Location 63 - One Santa Fe Office, L.A. Arts District

DETERMINATION OF SAFETY IMPACT

Approval of this recommendation will not impact the safety of Metro's patrons or employees.

FINANCIAL IMPACT

The funding of \$1,000,000 for convenience copying service is included in the FY16 budget in cost center 6420, Copy Services under project 100001, General Overhead, and line item 51205, Leases and Rentals. Since this is a multi-year contract, the Executive Director, Employee & Labor Relations will be responsible for budgeting the cost in future years.

Impact to Budget

The source of funds for project 100001 is a combination of all available agency funds. General Overhead project 100001 is allocated to all direct projects based on federally approved guidelines and cost allocation plan. No other source of funds was considered for these activities as these services are used by all departments within the agency.

ALTERNATIVES CONSIDERED

Alternatives to approving this recommendation:

1. Continue the current lease for multi-function devices. This alternative is not recommended because the equipment has been in use for almost five years and many of machines are worn out, unreliable and obsolete. Additionally, newer technology along with increased capabilities allows staff to print and improve document management processes.
2. Send all photocopying and printing to the Copy Center and/or an outside vendor. This alternative is not recommended because this would impede workflow. Although staff already sends large copy projects to the Copy Center, efficient and effective office productivity requires the ability to scan, copy, and print documents in smaller quantities immediately within the individual work areas.
3. Purchasing new machines. This alternative is not recommended due to the large initial capital cost that would be involved in acquiring multi-function peripherals, and the obsolescence that occurs with electronic devices.

NEXT STEPS

Upon Board approval, staff will award and execute an agreement with Xerox for the lease and maintenance of multi-function peripherals for convenience copying.

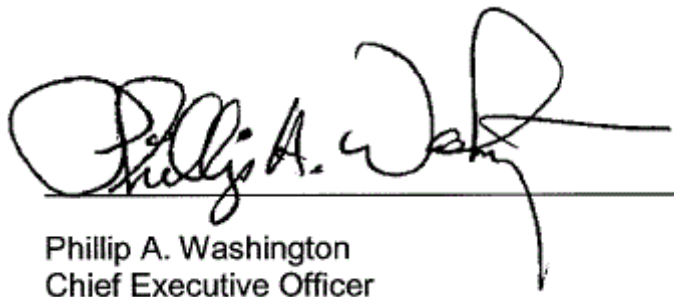
ATTACHMENTS

Attachment A - Procurement Summary

Attachment B - DEOD Summary

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