



Board Report

File #: 2017-0834, **File Type:** Contract

Agenda Number: 24.

SYSTEM SAFETY, SECURITY AND OPERATIONS COMMITTEE JANUARY 18, 2018

SUBJECT: HIGH SPEED/VOLUME COPIERS - METRO COPY CENTER

ACTION: AWARD CONTRACT

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a firm fixed unit rate, Contract No. PS9395700 to Canon Solutions America, Inc., to provide high speed/volume copiers for Metro Copy Center for five years in an amount not-to-exceed \$1,977,549, inclusive of sales taxes, subject to resolution of protest(s), if any.

ISSUE

Metro's current contracts for the lease of high-speed copiers, document finishing equipment, maintenance, and other services will expire on February 28, 2018.

DISCUSSION

Metro requires high-speed copy machines, laminating, binding and other finishing equipment to produce a wide range of documents that are required for agency business, including:

- Board and committee agenda packets
- Bound departmental reports
- Budget books
- Bus and rail "shake-up" materials
- Departmental forms
- Large format blueprints and posters
- Procurement IFB and RFP Packages
- Training manuals
- EIR/EIS and other planning documents

Documents are sent to the Copy Center whenever they can be produced more cost effectively and at a higher quality than is possible on convenience copiers.

DETERMINATION OF SAFETY IMPACT

Approval of this Board item will not have any impacts on the safety of our customers and employees.

FINANCIAL IMPACT

Since this is a multi-year contract, the cost center manager and Executive Officer will be accountable for budgeting the cost in future years.

Impact to Budget

The source of funds for Project 100001 is General Overhead funds, comprised of Federal, State and local funds. These funds are eligible for bus and rail operating costs.

ALTERNATIVES CONSIDERED

One alternative would be to purchase the existing equipment at the current market value and purchase maintenance services and spare parts required to keep the machines operational. This alternative is not recommended because the current equipment has become less reliable as it has aged. This could delay document production, including documents required for high priority projects.

Another alternative would be to send all high volume jobs to an outside vendor. Sending all photocopying to an outside vendor would extend response time for production of critical documents. This alternative would also require modification of Metro's collective bargaining agreement with TCU that represents Copy Center employees who perform this work.

NEXT STEPS

Upon Board approval, staff will execute Contract No. PS9395700 with Canon Solutions America, Inc., to provide high speed/volume copiers for Metro Copy Center.

ATTACHMENTS

- A. Attachment A - Procurement Summary
- B. Attachment B - DEOD Summary

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