



Board Report

File #: 2018-0523, **File Type:** Contract

Agenda Number: 31.

**OPERATIONS, SAFETY AND CUSTOMER EXPERIENCE COMMITTEE
SEPTEMBER 20, 2018**

SUBJECT: COPY CENTER EQUIPMENT AND SERVICES

ACTION: AWARD CONTRACT

RECOMMENDATION

AUTHORIZE the Chief Executive Officer to award a five-year Contract No. PS110638000 to Canon Solutions America Inc. for Copy Center and Design Studio equipment and services in an amount not-to-exceed \$1,590,568, inclusive of sales taxes; subject to the resolution of protest(s), if any.

BACKGROUND

Metro's current contracts for the lease of high-speed copiers, document finishing equipment, maintenance, and other services will expire on December 31, 2018.

DISCUSSION

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

- Bus and rail "shake-up" materials
- Board and committee agenda packets
- Budget books
- Bound departmental reports
- 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. This contract will replace the current contract with Canon.

DETERMINATION OF SAFETY IMPACT

Approval of this Board item will have a neutral impact on safety.

FINANCIAL IMPACT

Funding of \$320,000 for this service is included in the FY19 Budget in cost center 6420 Copy Services within project 100001 General Overhead. Since this is a multi-year contract, the cost center manager and Chief Human Capital & Development 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.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Recommendation supports strategic plan Goal #5 (Provide responsive, accountable, and trustworthy governance). By continuing to be responsive, accountable and trustworthy, Metro will build credibility with decision-makers, customers, and employees and be able to perform more effectively to the changing needs of its business practices.

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

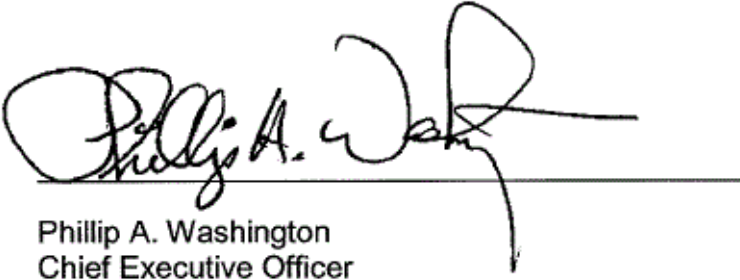
Upon Board approval, staff will execute Contract No. PS110638000 with Canon for copy center equipment and services.

ATTACHMENTS

Attachment A - Procurement Summary
Attachment B - DEOD Summary

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