



## Board Report

File #: 2024-0014, File Type: Contract

Agenda Number: 13.

### EXECUTIVE MANAGEMENT COMMITTEE FEBRUARY 15, 2024

**SUBJECT: COPY CENTER EQUIPMENT AND SERVICES**

**ACTION: APPROVE CONTRACT AWARD**

#### **RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to execute a five-year, firm-fixed unit rate Contract No. PS110623000 to Canon Solutions America, Inc. to provide copy center equipment and services in a not-to-exceed amount of \$1,917,720, effective March 1, 2024, subject to the resolution of protest(s), if any.

#### **ISSUE**

The existing contract for the lease of high-speed copiers, document finishing equipment, maintenance, and other services will expire on April 30, 2024.

Approval of this Contract will allow for the installation/mobilization period required for the acquisition and installation of the new high-speed copier equipment and the removal of the old equipment.

#### **BACKGROUND**

The current contract with Canon Solutions America, Inc. has been in place since October 1, 2018, and the equipment is now outdated, with the period of performance ending on April 30, 2024.

Due to the heavy use of the equipment, it is reaching the expected life cycle replacement, and the new contract will allow Metro to implement new technology and software Managed Print Services (MPS). The MPS monitors the usage of the copiers and addresses malfunctions and required repairs. In addition, it automates orders for replacement parts and supplies. This will allow for efficient management of printing and imaging services.

#### **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

Metro's Copy Center produces documents when it is more cost effective and at a higher quality than is possible on convenience copiers. This contract will replace the current contract with Canon Solutions America, Inc.

### **DETERMINATION OF SAFETY IMPACT**

Approval of this Board item will not impact the safety standards for Metro customers and employees.

### **FINANCIAL IMPACT**

Funding of \$200,000 for this service is included in the FY24 Budget in cost center 6420 Copy Services within project 100001 General Overhead, account 51205 Rent Office Equipment. Since this is a multi-year contract, the cost center manager and Chief People 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, which may include Operating-eligible funds.

### **EQUITY PLATFORM**

There are no adverse equity impacts anticipated from this contract award. This will allow continued support of Metro's workforce with printing documents for the agency.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The 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 will become less reliable as it ages

and the technology will be outdated. 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 the response time for the production of critical documents. This alternative would also require modification of Metro's collective bargaining agreement with Transportation Communications Union (TCU) that represents Copy Center employees who perform this work.

### **NEXT STEPS**

Upon Board approval, staff will execute Contract No. PS110623000 with Canon Solutions America, Inc. to provide copy center equipment and services effective March 1, 2024.

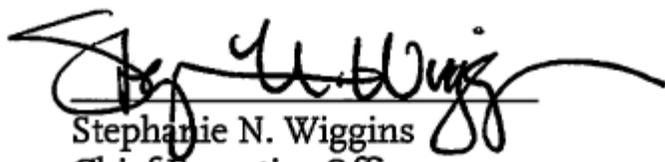
### **ATTACHMENTS**

Attachment A - Procurement Summary

Attachment B - DEOD Summary

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