SUMMARY STATEMENT

ITEM NO.    SUBJECT: Authority-Wide Implementation of Multi-Function Copiers

COMMITTEE: Finance Committee

COMMITTEE MEETING DATE: March 16, 2011

BOARD ACTION DATE: April 6, 2011

PROPOSAL: That the Board authorizes staff to negotiate an agreement with Canon Business Solutions, Burlington, NJ to provide the Authority with multi-function devices throughout the DRPA and PATCO for an amount not to exceed $690,929.20

Amount Breakdown:

60-month MFD Lease: $590,929.20 (includes 500,000 B&W copies per month @ .0045 per copy)

Printers: $50,000.00 (lump sum)

Color Copies: $50,000.00 (lump sum)

Total: $690,929.20

Proposer: Canon Business Solutions
Burlington, NJ

Other Proposers: Ricoh Business Solutions, Marlton, NJ

60-month MFD Lease: $612,187.20 (includes 500,000 B&W copies per month @ .0060 per copy)

Printers: $50,000.00 (lump sum)

Color Copies: $50,000.00 (lump sum)

Total: $712,187.20

PURPOSE: To provide the DRPA and PATCO with multi-function devices, supplies, printers, service and support for a 60-month lease period.

BACKGROUND: The existing copiers and printers at the DRPA and PATCO are more than eight (8) years old, and most have reached or are approaching obsolescence. In addition, the equipment is no longer supported by the manufacturer for replacement parts and service.
The original copier leases included an end-of-lease purchase option, therefore all copiers are currently owned by the Authority. It was determined that it would be in the best interest of the Authority to go out on the open market and obtain competitive proposals to upgrade the Authority’s copier and printer fleet with multi-function devices. Multi-function devices are network capable and provide the functionality of a copier as well as a printer to maximize cost savings. In addition, multi-function devices would become the primary resources for scanning and faxing, thereby achieving additional cost savings to the Authority.

Incorporating the strategies and philosophies of Lean/Six Sigma, the Authority would streamline work processes, improve business efficiencies and achieve substantial cost savings. The utilization of multi-function devices for all copying, printing, scanning and faxing would eliminate expenditures for individual department equipment purchases, supplies, service and support.

The Authority publicly advertised its intent to upgrade the copier fleet within DRPA and PATCO and invited interested firms to submit Statements of Qualifications. Of the Sixteen (16) firms that submitted their Statement of Qualifications, only Six (6) firms were deemed qualified. A Request for Proposal was sent to the six (6) firms and five (5) firms submitted Proposals. A Copier Project Committee was formed and the five (5) members were chosen from the IS, Purchasing and Printing Services departments. The committee evaluated the proposals based on cost, ability to meet specifications, equipment capabilities, longevity of business, previous experience, references, availability of equipment and implementation capabilities, and earned Energy Star by the Federal Environmental Protection Agency. Three (3) firms were deemed out of the competitive range and were not invited to submit Best and Final Offer Proposals to the Authority.
The 60-month lease agreement includes thirty-seven (37) high, mid and low volume black & white and color multi-function devices strategically positioned throughout the DRPA and PATCO including Printing Services. All MFD’s are network capable for print-scan-fax, include all required software, service, supplies and 500,000 B&W copies per month at .0045 per copy. The total cost of the 60-month (five (5) year) lease agreement is $690,929.20 which includes the lease for the MFD’s, contingency for additional printers, and per copy color fees.

SUMMARY:  
Amount: $690,929.20  
Source of Funds: 2010 Revenue Bonds (Series D)  
Capital Project #: TE0902  
Operating Budget: N/A  
Master Plan Status: N/A  
Other Fund Sources: N/A  
Duration of Contract: 60-months (5-year)  
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board authorizes staff to negotiate a purchase agreement with Canon Business Solutions, Burlington, NJ to provide the Authority a 60-month lease agreement for multi-function device copiers throughout the DRPA and PATCO for an amount not to exceed $690,929.20; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

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(Kevin LaMarca/SS)
Finance Division