

SUMMARY STATEMENT

ITEM NO.: DRPA-16-083

SUBJECT: 60-Month Lease Agreement for Authority-Wide Multi-Function Copier Devices

COMMITTEE:

Finance Committee

COMMITTEE MEETING DATE:

July 13, 2016

BOARD ACTION DATE:

July 20, 2016

PROPOSAL:

That the Board authorizes staff to enter into an agreement with Canon Business Solutions, Burlington, NJ in accordance with Commonwealth of Pennsylvania CO-STARS Contract #001-025 to provide the Authority with multi-function copier devices (MFD's) throughout the DRPA and PATCO for a 60-month period in an amount not to exceed \$753,945.20.

Amount Breakdown:

60-month MFD Lease: \$703,945.20 (includes 500,000 B&W copies per month @ \$0.0051 and 80,000 color copies per month @ \$0.0421 per copy)

Additional Printers and Color Copies: \$50,000.00 (contingency/if required during the 60-month contract term)

PURPOSE:

To provide the DRPA and PATCO with MFD's, supplies, printers, service and support for a 60-month lease period.

BACKGROUND:

The current MFD's at the DRPA and PATCO were originally supplied by Canon Business Solutions under a 60-month lease agreement which expires March 2017. The original MFD equipment contract was publicly advertised and competed through a Request for Proposal process. An RFP evaluation committee recommended contract award to Canon Business Solutions because their proposal offered lowest cost, ability to meet specifications, longevity of business, previous experience, references, availability of equipment and implementation capabilities, and earned Energy Star designation by the Federal Environmental Protection Agency.

MFD's are network capable and provide the functionality of a copier as well as a printer to maximize cost savings. In addition, MFD's have become the primary resource for scanning and faxing, thereby achieving additional cost savings to the Authority.

The new 60-month lease agreement includes replacement of thirty-nine (39) high, mid and low volume black & white and color MFD's strategically positioned throughout the DRPA and PATCO including Printing Services. Copier replacements include right-sizing departmental requirements based on actual copy volume, to achieve greater efficiencies and cost savings to the Authority. 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 \$0.0051 per copy and 80,000 color copies per month at \$0.0421 per copy. The new 60-month lease portion of the agreement is \$1,784.40 per month less than the current monthly lease; thereby, saving the Authority \$107,064.00 over the new 60-month lease term in capital costs. Due to increases in the number of color copies from the previous agreement as well as a minimal increase in the B&W charge, the monthly copier cost charges increase \$2,834.67 or \$170,080.00 over the 60 month term. The total cost of the 60-month (five (5) year) lease agreement in accordance with Commonwealth of Pennsylvania CO-STARS Contract #001-025 is \$753,945.20, which includes the lease for the MFD's, copies, service, support and contingency for additional printers and color copies if required.

SUMMARY: Amount:	\$753,945.20
Source of Funds:	Revenue Fund/General Fund/2013 Revenue Bonds
Capital Project #:	T/B/D
Capital Budget:	\$398,865.20 (over 5 years)
Operating Budget:	\$355,080.00 (over 5 years)
Master Plan Status:	N/A
Other Fund Sources:	N/A
Duration of Contract:	60-months (5-years)
Other Parties Involved:	N/A

DRPA-16-083
Committee Meeting Date: July 13, 2016
Board Date: July 20, 2016
60-Month Lease Agreement for
Authority-Wide Multi-Function Copier Devices

RESOLUTION

RESOLVED: That the Board authorizes staff to enter into an agreement with Canon Business Solutions, Burlington, NJ in accordance with Commonwealth of Pennsylvania CO-STARS Contract #001-025 to provide the Authority with multi-function copier devices throughout the DRPA and PATCO for a 60-month period in an amount not to exceed \$753,945.20; 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.

SUMMARY:	Amount:	\$753,945.20
	Source of Funds:	Revenue Fund/General Fund/2013 Revenue Bonds
	Capital Project #:	T/B/D
	Capital Budget:	\$398,865.20 (over 5-years)
	Operating Budget:	\$355,080.00 (over 5-years)
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	60-months (5-years)
	Other Parties Involved:	N/A