



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: November 8, 2016
Board Meeting Date: December 13, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director

Subject: Agreement with Toshiba America Business Solutions, Inc. for the Rental of Department Copy Machines

RECOMMENDATION:

Adopt a Resolution authorizing a master agreement with Toshiba America Business Solutions, Inc. for the rental of department copy machines, for the term December 1, 2016 through November 30, 2020, with an option to extend for two one-year periods.

BACKGROUND:

All County departments use digital copy machines for their departmental photocopying and printing needs. The Purchasing Division works closely with each department to ensure that their copy machine(s) meet their volume and network requirements.

In 2010, the Board of Supervisors approved a resolution authorizing the Purchasing Agent to execute an agreement for the rental of department copiers with Sharp Business Systems of San Francisco.

DISCUSSION:

In September 2016, the Purchasing Division issued an invitation to bid for the rental of digital copiers for various County departments. The invitation to bid was published on Public Purchase, the County's automated system for receiving bids and quotations. Eight (8) vendors responded to the invitation to bid with ten (10) proposals. Evaluation criteria for the bid included:

- Rental prices for a variety of both black and white and color copiers with different features and speeds including maintenance and supplies
- Cost to network copiers
- Accurate monthly statistical reports
- Replacement of copiers that do not meet performance standards
- Service response time within four (4) business hours

Bid responses were received in October 2016. Toshiba's option #2 was the lowest responsible bidder meeting all bid specifications.

County departments currently use Sharp Business Systems of San Francisco digital copiers. As agreements with this vendor expire, the Purchasing Division will work with departments to identify their needs and replace their digital machines with Toshiba Business Solutions copiers.

The resolution and agreement will create a master rental agreement with Toshiba Business Solutions, which establishes the prices and terms for the equipment rental agreements, which are sub-agreements of the master rental agreement. These equipment rental agreements will be signed by the Purchasing Agent to specify the particular copier to be provided in accordance with the terms of this master rental agreement. This agreement is the first to offer color copy machine options.

Toshiba Business Solutions has requested a modification to the County's standard non-discrimination reporting requirement, agreeing to comply with all applicable laws and regulations but limiting the potential penalties and notification requirements. The Department Head has determined, however, that Toshiba remains the best provider of the desired equipment and services, and thus the modification is in the best interest of the County. In all other respects, Toshiba has assured compliance with contract provisions that are required by County ordinance and administrative memoranda. Risk Management has reviewed and approved the Contractor's insurance, and County Counsel has reviewed and approved as to form. The Board is also being asked to authorize the Human Resources Director or her designee to execute subsequent amendments which modify the contract term.

Authorizing this agreement will contribute to the Shared Vision 2025 outcome of a Collaborative Community by supporting fiscal accountability. Copiers rented under this agreement will have consistent monthly costs regardless of the capacity of the machine. Departments that elect a color copy machine should see a reduction in color page costs due to the significantly lower cost per color copy (\$0.04) versus the cost per color page from a color printer (\$0.20 to \$0.80).

PERFORMANCE MEASURE(S):

Measure	FY 2016-17 Actual	FY 2017-18 Projected
Response time for service	Within 4 business hours	Within 4 business hours
Training operator	Within 24 hours	Within 24 hours
Reports for volume and service history	Within 8 business hours	Within 8 business hours
Acceptable toner recycling program	Yes	Yes

FISCAL IMPACT:

The cost of renting departmental copiers varies depending on the optional features specified by the department. The overall cost per copy as a result of this agreement will result in a new model of fixed rates regardless of the capacity of the machine. Black

and White only copiers will carry a cost per copy of \$0.01435. Black and White/Color copiers will carry a cost per Black and White copy of \$0.02186 and a cost per Color copy of \$0.04. Fees are paid out of departmental budgets and the initial term of each copier contract has a not to exceed amount of \$35,000. The approximate annual expenditure for digital copiers in 2015 was \$117,000.

Exhibit A
Invitation to Bid Matrix

1.	General Description of RFP	Four Year Master Rental Contract for Digital Copy Machines
2.	List Key Evaluation Criteria	<ul style="list-style-type: none"> • Rental prices for a variety of copiers with different features and speeds including maintenance and supplies • Cost to network copiers • Accurate monthly statistical reports • Replacement of copiers that do not meet performance standards • Service response time within four (4) business hours
3.	Where Advertised	Public Purchase County Internet Page
4.	Total number of vendors who viewed or downloaded the Invitation to Bid	32 separate vendors
5.	Number of bids received	10 received from 8 vendors
6.	Who evaluated the proposals	Purchasing Manager, Nicole McKay and Buyer, Candy Burns
7.	In alphabetical order, names of bidders	American Reprographics Company LLC Konica Minolta Business Solutions MRC, Smart Technology Solutions Pacific Office Automations #1 – Konica/Minolta and #2 – Cannon Ricoh USA, Inc Ray Morgan Company Sharp Business Systems Toshiba Business Solutions Options #1 and #2