



AGENDA REPORT

TO: FRED BLACKWELL
CITY ADMINISTRATOR

FROM: Osborn K. Solitei

SUBJECT: Rental of Convenience Copiers

DATE: May 7, 2014

City Administrator
Approval

Date

5/12/14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council approve the resolution authorizing the City Administrator to award a contract to Toshiba Business Solutions, a corporation, in an annual amount not to exceed three hundred fifty-seven thousand, nine hundred sixty-five dollars (\$357,965), to provide rental of convenience copiers, for a three year term from July 1, 2014, to June 30, 2017, for a total not-to-exceed contract amount of one million seventy-three thousand, eight hundred ninety-five dollars (\$1,073,895), in accordance with Specification No. 13-985-26/Request For Quotation ("RFQ") No. 4898.

OUTCOME

The City will enter into a contract with Toshiba Business Solutions to provide rental of convenience copiers at a cost per copy rate for \$357,965 per year, for a three year term from July 1, 2014, to June 30, 2017.

BACKGROUND/LEGISLATIVE HISTORY

Specification No. 13-985-26/RFQ No. 4898 to provide rental of convenience copiers was sent to two local business and ten non-local business enterprises, posted on the City's web page and advertised in the City's official newspaper in accordance with Oakland Municipal Code ("OMC") Section 2.04.050. A pre-bid meeting was held on November 19, 2013, at 10:00 a.m. Meeting minutes were sent to all interested businesses. On December 16, 2013, the City received three bids from non-local businesses. Based on the information provided in response to RFQ No. 4898, Toshiba Business Solutions was deemed the lowest responsible bidder.

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ANALYSIS

The current citywide cost per copy contract with Sharp Electronics Corporation will expire on May 31, 2014. Due to the impending expiration of the current contract, a Request for Quotation to establish a new contract for the City was conducted.

PUBLIC OUTREACH/INTEREST

This item was posted on the City's website and advertised in the City's official newspaper. No additional outreach was required.

COORDINATION

Controller's Office worked with the Department of Information Technology, Reprographic Services in the specification development and evaluation process.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT: \$357,964.95

2. COST ELEMENTS OF AGREEMENT/CONTRACT:

Rental of Convenience Copiers	\$262,726.56
Tax 9.0%	<u>23,645.40</u>
Subtotal	\$286,371.96
25% Contingency	<u>71,592.99</u>
CONTRACT AMOUNT PER YEAR	\$357,964.95

TOTAL AMOUNT FOR THREE-YEAR TERM	\$1,073,894.85
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3. SOURCE OF FUNDING: 1.4300.46121.53213.0000000.D128 \$357,964.95

4. FISCAL IMPACT:

Funds will be encumbered by the requesting department and are available in the Reproduction Fund (4300), the Reprographic Services Organization (46121), Rental: Office Equipment Account (53213) and City-Wide Copiers Program (D128).

A 25% contingency is included for unforeseen services and annual adjustments to accommodate city departments' expanding or changing requirements. In an effort to decrease the City's carbon footprint, departments are reducing the number of personal desk-top printers in workgroups and are networking the copiers to function as workgroup printers. This effort will significantly reduce the City's cost for printer cartridges and toners and will aid in the goal of diminishing the City's impact on the environment.

SUSTAINABLE OPPORTUNITIES

Economic: Toshiba Business Solutions has a valid City of Oakland business tax license. The award of this contract will yield approximately \$429.56 in business tax revenues to the City of Oakland.

Environmental: Equipment is Energy Star certified by the U.S. Environmental Protection Agency and equipped with recyclable cartridges.

Social Equity: No social equity opportunities have been identified

For information regarding this report, you may contact Jimmie Jackson, Purchasing Supervisor, at 238-7563.

Respectfully submitted,



Osborn K. Solitei
Finance Director/Controller

Reviewed by:
Irene de Jong, Assistant Controller

Prepared by:
Jimmie D. Jackson, Purchasing Supervisor

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CITY OF OAKLAND
PURCHASING DIVISION
AWARD RECOMMENDATION STATEMENT



F. HALIBURTON		PURCHASING/ACQUISITION/CONTRACT: Office Supplies	
COUNCIL AGENDA DATE: MAY 27, 2014	SPECIFICATION/PROJECT NO.: SPEC. NO. 13-985-26 RFQ NO. 4898	FUNDING SOURCE: Reproduction Fund Account (4300), Reprographic Services Organization (46121), Rental:Office Equipment Account (53213), City-Wide Copiers Program (D128).	BID OPENING DATE: DECEMBER 16, 2013
	PREVIOUS LEGISLATION: RESOLUTION NO. 81351		
	CONTRACT PERIOD: July 1, 2014 to June 30, 2017		

PURPOSE STATEMENT: Provide the City of Oakland with rental of convenience copiers at a cost per copy rate.

ITEM NO./DESCRIPTION	ACTUAL COST	ESTIMATED COST	PERCENT DIFFERENCE
Estimated total amount of 860,000 copies per month (City-Wide).	286,371.96	325,427.78	13.638%

COMMENTARY: The recommended vendor is Toshiba Business Solutions, a corporation. There are no additional costs to the City for this contract.

RANGE OF BIDS RECEIVED

TOTAL BIDS RECEIVED/DOLLAR RANGE \$286,371.95 to \$386,396.28	BIDS WHICH MEET SPECIFICATION/DOLLAR RANGE \$286,371.95 to \$386,396.28
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LOW BIDS NOT MEETING SPECIFICATION

<u>VENDOR/CONTRACTOR</u>	<u>REASON</u>	<u>RECOMMENDATION ON REJECTIONS</u>

AWARD RECOMMENDED

VENDOR NAME/ADDRESS	DESCRIPTION	AMOUNT
Toshiba Business Solutions 12677 Alcosta Blvd #100, San Ramon, CA 94583	Rental of convenience copiers at a cost per copy rate.	\$286,371.96

SUBMITTED BY

APPROVED AND FORWARDED TO COUNCIL

DEPARTMENT HEAD

OFFICE OF THE CITY ADMINISTRATOR

BID CALL	TOTAL	LOWEST BID BY CATEGORY	
		LOCAL BUSINESS	NON-LOCAL
ASK	12	2	10
NO RESPONSE	9	2	7
BIDS RECEIVED	3	0	3
AWARDS RECOMMENDED	1	0	1-286,371.96

2014 MAY 14 RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION AWARDING A CONTRACT TO TOSHIBA BUSINESS SOLUTIONS, A CORPORATION, IN AN ANNUAL AMOUNT NOT TO EXCEED THREE HUNDRED FIFTY-SEVEN THOUSAND, NINE HUNDRED SIXTY-FIVE DOLLARS (\$357,965), TO PROVIDE RENTAL OF CONVENIENCE COPIERS FOR A THREE-YEAR TERM, JULY 1, 2014 TO JUNE 30, 2017 FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF ONE MILLION SEVENTY-THREE THOUSAND, EIGHT HUNDRED NINETY- FIVE DOLLARS (\$1,073,895), IN ACCORDANCE WITH SPECIFICATION NO. 13-985-26/REQUEST FOR QUOTATION (RFQ) NO. 4898, THE GENERAL CONDITIONS THEREFOR ON FILE IN PURCHASING AND CONTRACTOR'S BID FILED WITH THE CITY ON DECEMBER 16, 2013.

WHEREAS, on November 19, 2013, the City issued and advertised Specification No. 13-985-26/RFQ No. 4898 to provide rental of convenience copiers at a cost per copy rate; and

WHEREAS, on December 16, 2013, the City Clerk received and opened three bids in response to Specification No. 13-985-26/RFQ No. 4898 to provide rental of convenience copiers at a cost per copy rate; and

WHEREAS, the bids submitted by Toshiba Business Solutions, a corporation, meet all of the requirements contained in Specification No. 13-985-26/RFQ No. 4898; and

WHEREAS, funds will be encumbered by the requesting department and are available in the Reproduction Fund (4300), the Reprographic Services Organization (46121), Rental: Office Equipment Account (53213) and City-Wide Copiers Program (D128) and; now be it

RESOLVED: That a contract to provide rental of convenience copiers at a cost per copy rate be awarded to Toshiba Business Solutions, in an annual amount not to exceed three hundred fifty-seven thousand, nine hundred sixty-four dollars (\$357,965) for a three-year term from July 1, 2014 to June 30, 2017 for a total not to exceed contract amount of one million seventy-three thousand, eight hundred ninety-five dollars (\$1,073,895) in accordance with Specification No. 13-985-26/RFQ No. 4898 and the general conditions therefor on file with Purchasing according to its bids submitted on December 16, 2013, and authorize the City Administrator to extend part or all of the contract one year at a time for two additional terms; and be it

FURTHER RESOLVED: That the City Council hereby rejects all other bids submitted in response to RFQ No. 4898; and be it

FURTHER RESOLVED: That the contract shall be approved for form and legality by the City Attorney and copies shall be on file in the City Clerk's Office.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, GIBSON-MCELHANEY, KALB, KAPLAN, REID, SCHAAF AND PRESIDENT KERNIGHAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California