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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Andrew Peterson
Chief Information Officer

SUBJECT: Rental of Convenient Copiers

DATE: June 13, 2019

City Administrator Approval

Date:

6/13/19

RECOMMENDATION

Staff Recommends That The City Council Approve A Resolution Authorizing The City Administrator To Award A Contract To Toshiba Business Solutions, A Corporation, In An Annual Amount Not To Exceed Three Hundred Sixty-Two Thousand, Seven Hundred Thirty-Seven Dollars (\$362,737), To Provide Rental Of Convenience Copiers, For A Three Year Term From July 1, 2019, To June 30, 2022, For A Total Not-To-Exceed Contract Amount Of One Million Eighty-Eight Thousand, Two Hundred Eleven Dollars (\$1,088,211), In Accordance With Specification No. 19-985-00/Request For Quotation ("RFQ") No. 138493 And Contractor's Bid.

REASON FOR SUPPLEMENTAL

At the Finance and Management Committee meeting held on June 11, 2019, Chairperson McElhaney requested that staff provide cost comparison details of black/white copiers vs. color copiers for the Convenience Copier citywide program.

The cost of using color copiers was not included as part of the RFQ conducted by the Purchasing Section for the City of Oakland, therefore this information is not readily available. However, Alameda County (ALCO) recently conducted a competitive bid process for copier rental services which included in its scope the cost of color copiers. Based on ALCO's information and the copy machine models used in the City of Oakland, the estimated cost analysis of the copiers is reflected in the table below.

It should be noted and heavily considered that the Information Technology Department (ITD) Reprographics Shop currently contracts with Xerox Corporation to provide full color, heavy duty color copiers at a cost of approximately \$200,000 per year. The Reprographics Shop provides high-quality, professional print and copy services for all City departments. Any color copy needs can be fully met by using the services provided by the ITD Reprographics Shop. Each City department is required to contribute a percentage of its budget to an internal service fund for these services.

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Estimated Cost of Copiers


Toshiba Black/White Model	Monthly Charge	Toshiba Color Model	Monthly Charge
2018A	\$44.00	2018AC	\$102.00
3018A	\$49.00	3015AC	\$115.00
4518A	\$58.00	4515AC	\$168.00
6518A	\$96.00	6516AC	\$222.00
8518A	\$124.00	7516AC	\$261.00
.00349/COPY BLACK & WHITE		.035/COPY COLOR	

ACTION REQUESTED OF THE CITY COUNCIL

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 sixty-two thousand, seven hundred thirty-seven dollars (\$362,737), to provide rental of convenience copiers, for a three year term from July 1, 2019, to June 30, 2021, for a total not-to-exceed contract amount of one million eighty-eight thousand, two hundred eleven dollars (\$1,088,211), in accordance with Specification No. 19-985-00/Request For Quotation ("RFQ") No. 138493 and Contractor's bid.

For information concerning this report, you may contact Ms. Cynthia Perkins, Information Technology Department at 510-238-4702.

Respectfully submitted,



Andrew C. Peterson
Chief Information Officer

Prepared by:
Cynthia Perkins, Chief of Staff
Information Technology Department

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