



AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Andrew Peterson
Chief Information Officer

SUBJECT: Rental of Convenient Copiers

DATE: May 23, 2019

City Administrator Approval

Date:

5/29/19

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.

EXECUTIVE SUMMARY

Adoption of the proposed resolution will allow the City Administrator to enter into a contract with Toshiba Business Solutions to provide rental of convenience copiers for all City Departments at a cost per copy rate for \$362,737 per year, for a three-year term from July 1, 2019 to June 30, 2022.

BACKGROUND / LEGISLATIVE HISTORY

As part of the City's Convenience Copier program, the Purchasing Department has historically conducted a Request for Quotation "RFQ" process to obtain bids from vendors seeking to enter into a multi-year contract to provide convenience copiers to Departments citywide.

On June 17, 2018 City Council approved Resolution No. 81351 C.M.S., authorizing the rental of convenience copiers from Sharp Business Systems after a competitive bid process was conducted.

On June 4, 2014 City Council approved Resolution No. 85017 C.M.S., authorizing the rental of convenience copiers from Toshiba Business Solutions for a period of 3-years, with the option to extend one year for two additional terms. Staff elected to exercise said extensions, bringing the end of the existing contract on June 30, 2019.

Item: _____

Finance and Management Committee Meeting
June 11, 2019

Due to the impending expiration of the current contract, a Request for Quotation to establish a new contract for the City was conducted.

ANALYSIS AND POLICY ALTERNATIVES

Specification No. 19-985-00/Request For Quotation ("RFQ") No. 138493 to provide rental of Reprographics copiers was sent to twenty-nine business enterprises, and 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.

The City received five bids from non-local businesses (Toshiba Business Solutions, Pacific Office Automation, KBA Docusys Inc., Konica Minolta Business Solutions, and Xerox Corporation). Based on the information provided in response to RFQ No. 138493, Toshiba Business Solutions was deemed the lowest responsible bidder.

	Toshiba	Pacific Office Automation	KBA Docusys Inc.	Konica Business Solutions	Xerox Corporation
Rental Fee (including cost per copy)	\$265,620	\$283,848	\$312,986	\$347,051	\$448,027
Tax 9.25%	\$24,570	\$26,256	\$28,951	\$32,102	\$41,442
25% Contingency	\$72,548	\$77,526	\$85,484	\$94,788	\$122,367
Annual Costs	\$362,737	\$387,630	\$427,421	\$473,942	\$611,837

FISCAL IMPACT

Funds are available in the Reproduction Fund (4300), the Reprographic Services Organization (46121), Rental: Office Equipment Account (53213) and Technology Management (IP62). The following is a detailed summary of costs:

1. COST ELEMENTS OF AGREEMENT/CONTRACT:
 - a. Rental of Convenience Copiers \$265,620
 - b. Tax 9.25% \$24,570
 - c. Subtotal \$290,190
 - d. 25% Contingency \$72,548

2. CONTRACT AMOUNT PER YEAR \$362,737

3. TOTAL AMOUNT FOR THREE-YEAR TERM \$1,088,211

A 25% contingency is included for unforeseen services and annual adjustments to accommodate city departments' expanding or changing requirements.

COORDINATION

In the preparation of this staff report, the Information Technology Department coordinated with the Controller's Bureau, Purchasing Section, Budget Bureau and the Office of the City Attorney.

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. Additionally, 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.

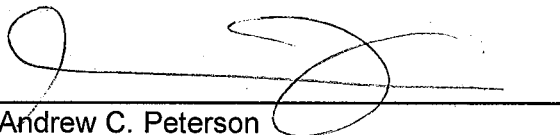
Social Equity: No social equity opportunities have been identified with this project.

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.

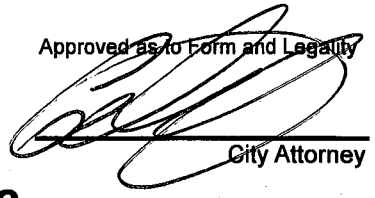
Respectfully submitted,



Andrew C. Peterson
Chief Information Officer

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

Reviewed by:
Hassan Lecky, Buyer
Finance Department, Purchasing Section



City Attorney

OAKLAND CITY COUNCIL

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2019 MAY 29 PM 3:46
RESOLUTION No. _____ C.M.S.
Introduced by Councilmember _____

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

WHEREAS, on March xxx, 2019, the City opened and advertised specification no. 19-985-00/request for quotation ("RFQ") No. 138493 to provide rental of convenient copiers at a cost per copy rate; and

WHEREAS, the bid obtained by Toshiba Business Solutions met all the requirements of specification No. 19-985-00/RFQ No. 138493; and

WHEREAS, funds will be encumbered by the Information Technology Department and are available in available in the Reproduction Fund (4300), the Reprographic Services Organization (46121), Rental: Office Equipment Account (53213) and Technology Management (IP62); now, therefore 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 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, Contractor's bid and the general conditions therefore on file with Purchasing according to its bids submitted in March 2019, and authorize the City Administrator to extend all or part 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. 138493; 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 - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO
AND PRESIDENT KAPLAN**

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

Council
California

**LaTonda Simmons
City Clerk and Clerk of the
of the City of Oakland,**