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|--------------------|---------------|--------|
|                    | Approved      | Denied |
| Date Action Taken: | 9/25/06       |        |
| Other:             |               |        |
| Verified by:       | <i>K.M.H.</i> |        |

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 06-56**

**TITLE: AWARD OF CONTRACT TO VALLEY BUSINESS MACHINES IN THE AMOUNT OF \$113,637.80 FOR A FIVE (5) YEAR CONTRACT FOR CITYWIDE COPIER/PRINTER LEASE PROGRAM.**

Agenda of: September 25, 2006

Date: September 1, 2006

Originator: William A. Miller, Purchasing Officer

| Route to: | Department  | Signature/Date                   |
|-----------|---|----------------------------------|
| X         | Police Chief<br>Youth Court, Dispatch, Code Compliance                      | <i>A. J. G. 9/15/06</i>          |
| X         | Culture and Recreation Services Director<br>Library, Museum, Sports Complex | <i>Shirley 9/15/06</i>           |
| X         | Public Works & Recreation Facility Maintenance Director                     | <i>William A. Miller 9/15/06</i> |
| X         | Finance, Risk Management & MIS Director<br>Purchasing                       | <i>OT 9/15/06</i>                |
| X         | Deputy Administrator<br>Planning, Economic Development,<br>Human Resources  | <i>Langley 9/15/06</i>           |
| X         | City Clerk  | <i>K.M.H.</i>                    |

**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne M. Keller*

**FISCAL IMPACT:**  yes \$113,637.80 or  no Funds Available  yes  no

Account amount/number/name:

- \$24,111.09 001-4110-411.40-40 Clerk/City Council Copier and Printer
- \$ 9,960.50 001-4130-413.40-40 Mayor's Office Copier
- \$22,326.68 001-4134-414.40-40 Copier Room Copier
- \$10,010.40 001-4310-431.40-40 Public Works Copier
- \$11,973.99 001-4210-420.40-40 Police Department Copier
- \$ 1,475.00 001-4310-431.40-30 Police Department Fax maintenance
- \$16,755.60 001-4150-415.40-40 Finance Copier
- \$ 3,264.14 001-4130-413.40-40 Mayor's Office Printer
- \$10,010.40 340-4530-453.40-40 MUSC Copier
- \$ 3,750.00 210-4550-455.40-30 Library copier maintenance

Attachments: RFP 0627R-0-2007/WM Score Sheet

**SUMMARY STATEMENT:** In accordance with WMC 5.08.120, on July 18, 2006, the City of Wasilla issued Request for Proposal 0627R-0-2007/WM for a Citywide Copier/Lease Program. This RFP was for new digital copiers and printers, and

maintenance agreements for the two city-owned machines. All copiers have been previously leased from Valley Business Machines. These copiers have been costing the city \$2,491 per month but under this new contract will only cost \$1,806.88 which is a reduction of \$684.12 per month or \$8,209.44 per year. Over the term of the five (5) year contract, the potential savings is \$41,047.20 over the rates the City has been paying.

Proposals were received from three firms: Frontier Business Machines, Office Tech/Xerox, and Valley Business Machines. Following a thorough review of the proposals to ensure each was responsive and responsible, a committee of three scorers (City Clerk, Public Works Director, and Purchasing/Contracting Officer) scored the proposals. Based upon firm experience, experience of the grant assigned to the City, methodology/approach, communication, proposed fee structure, and response from two references, Valley Business Machines scored the highest with 278 of 300 total points (see attached).

**SCOPE OF SERVICES FOR THIS CONTRACT:** The City of Wasilla is seeking proposals for a 5-year copier and/or printer commitment for its City Hall, Police Department, Library and Multi-Use Sports Complex. This is a “no minimum” COST-PER-COPY PROGRAM. The cost-per-copy program service shall include the cost of equipment, delivery, installation, set up, all operating supplies (i.e. toner, developer, fuser oil, drums, rollers, circuit boards, staples, etc. with the only exception of this being paper), the necessary training of personnel and removal of equipment. Prices quoted should be on a per copy basis to the fourth decimal point, for example “\$.XXXX per copy. “Per Copy Price” shall include per “flash”, i.e. copies made when faxed or scanned where a paper copy is not produced.

**1. Specifications - The City’s currently leased copier/printer inventory is as follows.**

| Location                 | Copier/Printer   | PPM | Feeder | Bypass | Sorter Stapler | Hole Punch | Duplex | Fax | Network Print/Scan | Min Paper |
|--------------------------|------------------|-----|--------|--------|----------------|------------|--------|-----|--------------------|-----------|
| Public Works             | Copystar CS-3035 | 30  | Yes    | No     | No             | No         | Yes    | No  | No                 | 1,000     |
| Finance                  | Copystar CS-6330 | 63  | Yes    | No     | Yes            | Yes        | Yes    | No  | No                 | 1,100     |
| Copier Room              | Copystar CS-6330 | 63  | Yes    | No     | Yes            | Yes        | Yes    | No  | No                 | 1,100     |
| Mayor’s Office           | Copystar CS-2030 | 20  | Yes    | No     | No             | No         | Yes    | Yes | Yes                | 500       |
| Clerks Office            | Copystar CS-6030 | 60  | Yes    | No     | No             | Yes        | Yes    | No  | Yes                | 3,000     |
| Multi Use Sports Complex | Copystar CS-3035 | 30  | Yes    | No     | No             | Yes        | Yes    | Yes | No                 | 1,200     |

| Wasilla Police Dept.          | Copystar CS-3035          | 30  | Yes                          | No  | No  | No  | Yes | Yes   | Yes | 1,200 |
|-------------------------------|---------------------------|-----|------------------------------|-----|-----|-----|-----|---|-----|-------|
| Public Works                  |                           |     |                              |     |     |     |     |   |     |       |
| Wide Format Copier            | Xerox 2515                | N/A | N/A                          | N/A | N/A | N/A | N/A | N/A   | N/A | N/A   |
| Leased/Maintenance Agreements |                           |     | Disposition                  |     |     |     |     | Service Level   |     |       |
| Mayor's Office                | Kyocera KMC-5016N Color   |     | Leased printer               |     |     |     |     | Agreement includes all parts and labor but excludes toner, paper and maintenance kits.                  |     |       |
| Clerk's Office                | Kyocera Mita FS-9120DN    |     | Leased printer               |     |     |     |     | Agreement includes maintenance but excludes supplies.   |     |       |
| Library                       | Royal RI-2530 Copier      |     | <i>Maintenance Agreement</i> |     |     |     |     | Agreement includes all developer, drums, rollers, cleanings, parts and labor. Excludes toner and paper. |     |       |
| Wasilla Police Dept.          | Muratec F-320 Fax Machine |     | <i>Maintenance Agreement</i> |     |     |     |     | Agreement includes developer, rollers, cleanings, parts and labor. Excludes toner, drums and paper.     |     |       |

## 2. Objectives

- 2.1. Maximize the number of copiers in each location within budget limitations.
- 2.2. Reduce costs.
- 2.3. Improve quality.
- 2.4. Update features and capabilities.
- 2.5. Increase capacity to accommodate peak copying periods.

## 3. Electrical Requirements

- 3.1. Our current copiers use a 3-prong, 120 volt, 20 amp plug and the City would prefer to continue using the current outlets that match these electrical plugs.
- 3.2. If a machine requires surge suppression, then a suitable suppressor must be provided by the vendor at no cost to the City.
- 3.3. All machines shall have an automatic energy saving or standby mode which substantially reduces power consumption and heat generation.

3.4. All machines must have an indicator that clearly shows when the machine is energized and functional, or in the case of Energy Star machines, an indicator showing the stand-by mode.

3.5. **Minimum Specifications**

3.6. Complete specifications for each proposed machine must be included with the proposal.

3.7. All copier and/or printer configurations and specifications shall be similar or better than those listed in the table of Section 3.1. In addition, all copiers:

3.8. Should be installed with the ability to scan to a PDF file unless the proposer can demonstrate in their proposal a more beneficial configuration that would accomplish similar results but cost less.

3.8.1. Should be capable of sending and receiving faxes unless the proposer can demonstrate in their proposal a more beneficial configuration that would accomplish similar results but cost less.

3.9. All copiers must be digital and shipped with a complete operator's manual.

3.10. In lieu of proposing a color printer and a B&W copier for the Mayors office as is the current configuration per Section 3.1, the City would prefer one complete *color* unit provided it is similar or exceeds the current configuration in Section 3.1., and can print/copy color.

3.11. In lieu of proposing a B&W printer and a B&W copier for the Clerks office as is the current configuration per Section 3.1, the City would one complete *color* unit provided it is similar or exceeds the current configuration in Section 3.1., and can print/copy color.

3.12. The copier in the Library and the fax machine at the Police Department (per the current configuration per Section 3.1) may be quoted as the following:

3.12.1. A maintenance agreement

3.12.2. A replacement machine that is similar or better than that listed.

3.12.3. An option of a maintenance agreement or a replacement machine.

3.12.4. Any creative solution that will meet the objectives of Section 3.2.

3.13. The fax machine at the Police Department is located on the 2<sup>nd</sup> floor of the building whereas the copier is located on the 1<sup>st</sup> floor. Both units are required for the operation of the facility.

#### 4. PC Requirements

4.1. The City of Wasilla current PC requirements to which these systems may be connected is comprised of the following elements:

4.1.1. Pentium PC's

4.1.2. Servers: Win2000 or Windows 2003

4.1.3. 10 baseT/100 baseT Ethernet using CAT 5 wiring

4.1.4. TCP/IP network protocol

4.1.5. Windows XP

## **5. Service and Support**

5.1. State the maximum response time on service calls for inoperable machines.

5.2. State the maximum response time on service for machines that are operable but not fully functional.

5.3. State the proposer's definition of downtime.

5.4. State the maximum downtime before a like-for-like loaner is provided.

5.5. State your firm's definition of uptime, and the conditions under which a machine would be replaced for failing to maintain your definition of uptime.

5.6. Provide the resume of technicians that will be assigned to the account. Indicate certifications, years of experience, primary area of assignment (Anchorage, Wasilla, Palmer, Mat-Su Valley, etc.), and years with your company.

5.7. Describe your approach and ability to providing service after hours, on weekends or holidays for the Wasilla Police Department. This should not be a regular occurrence but due to the critical nature of the WPD is a requirement for proposal submission.

## **6. Additional Requirements & Information**

6.1. All equipment is FOB Wasilla with no delivery or set up charges.

6.2. Vendor is to supply any ancillary equipment that may be required to utilize the equipment, including stands.

6.3. If the chosen vendor provides third party solutions, the contract vendor is responsible for all service and support.

6.4. Pricing will NOT be accepted for remanufactured equipment.

- 6.5. Vendors must be licensed with the State of Alaska, Matanuska Susitna Borough and City of Wasilla.
- 6.6. The successful vendor must have a minimum of five years experience in the sales and service of copiers.
- 6.7. The vendor will provide training to operators including copier configuration and problem resolution. This includes refresher training and training required as a result of staff changes.
- 6.8. All equipment will be delivered with the supplies necessary for start-up plus an additional one-month inventory.
- 6.9. A one month inventory of supplies will be maintained by the vendor at the each location.
- 6.10. Third party leases will not be permitted. The City will only enter into an agreement with the copier vendor and will only pay invoices from that vendor to that vendor.
- 6.11. The City would prefer meter readings be conducted at the end of the contract year or semi-annually.
- 6.12. At the Vendors discretion, vendor may submit any proposed solutions that, in the vendor's opinion, are a better option for the City given the current monthly copy configuration in Section 3.2., and copy counts outlined in Attachment D.

**ACTION:** Council is requested to authorize the award of a 5-year contract for citywide copier/printer lease program to Valley Business Machines. The City may terminate this Contract, and Valley Business Machines, waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.