

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: August 1, 2006

SUBJECT: Recommendation to Award RFP No. 9572 to Toshiba Business Systems in the Maximum Amount of \$2,995,500.00 for a Five-Year Contract for Countywide Multi-Function Digital Copiers

ACTION REQUESTED

Award RFP No. 9572 to Toshiba Business Solutions of Sacramento in the Maximum Amount of \$2,995,500.00 for a Five-Year Contract for Multi-Function Digital copiers, and authorize the Purchasing Manager to sign the resulting contract and blanket purchase order.

BACKGROUND

The current five year contract with Xerox, which expires on August 31, 2006, provides 210 copy machines throughout the County on a cost per copy basis. Over the past five years, digital production technology has progressed to the point where multifunction machines offer significant increases in productivity and efficiency at a reasonable price, as well as the opportunity to provide networked production solutions for all County users. RFP No. 9572 requested four capability levels of digital multi-function machines to replace the County's Xerox copiers and many departmental printers, scanners and fax machines. Because all of these new machines can be networked, they will enable County employees to print, scan, and fax directly from their individual workstations as well as providing normal copier functions.

The Procurement Services Division posted RFP 9572 on the County Website and notified 33 registered vendors of its availability. The County received proposals from Caltronics Business Solutions, IKON Office Solutions, Lanier Worldwide Inc., Oce Imagistics, Ray Morgan Co., Toshiba Business Solutions, and Xerox Corp. The RFP Evaluation Committee, consisting of representatives from Central Services, Procurement, and Information Technology scored all proposals and selected Caltronics, Oce and Toshiba for final presentations. In these presentations, Toshiba and Caltronics were rated the most qualified firms. The evaluation committee unanimously selected Toshiba, which was both the lowest priced and offered the best machines of the two, as the recommended vendor.

The RFP requested base pricing for one million copies per month and discounted pricing for additional volume. As a result, the County will pay Toshiba \$0.0398 per copy for the first one million copies each month. Between one million and one and a half million copies will be billed at \$.0070 per copy. From one and a half million to two million copies will be billed at \$0.0068 per copy, and all copies over two million will be billed at \$0.0065 per copy. These multi-function machines will also replace an unknown number of printers, scanners and fax machines at dramatically lower costs per copy than the machines being replaced.

The contract period will be from August 1, 2006 through July 31, 2011.

FISCAL IMPACT

The Central Services Division manages the printer contract, budgets for these necessary expenses and charges back County departments on a cost per copy basis.

cc: Sandy Hammock, Senior Administrative Services Officer
Leslie Blagg, Central Services Manager

