

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: May 22, 2007

SUBJECT: Approve the Award of Competitive Bid No. 9674 to Toshiba Business Solutions for the Sixty Month Lease of a High-Volume Copier for Central Services in the Maximum Amount of \$76,000.00

ACTION REQUESTED

Approve the award of competitive Bid No. 9674 to Toshiba Business Solutions of Sacramento for the sixty month lease of a high-volume copier for Central Services in the maximum amount of \$76,000.00, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Administrative Services Department, Central Services Division's current 60-month high-volume copier lease with Ray Morgan Company expires on June 10, 2007. Central Services uses this machine for high speed black and white production for County departments, and charges the departments for these printing services.

Invitation for Bids (IFB) No. 9674 requested bids for a 60-month fair market value lease of a new, commercial production, 105 page per minute, black and white copier on an all-inclusive cost per copy (except paper) basis. Twenty-eight bid notices were mailed and the IFB was advertised on the County website. Seven bids were received; none from registered local vendors. Of the bids received, two were not responsive to the pricing format, however they were computed to be more expensive than the low bidder, Toshiba Business Solutions. Your Board recently approved award of the County's Multifunction Copier/Print /Fax/Scan Machine Contract to Toshiba Business Solutions, and their performance has been superb. Prior to contract award, Central Services will conduct a one-week test to ensure that the selected copier meets all bid specifications. Your Board's approval is requested to award Bid No. 9674 to Toshiba Business Solutions.

FISCAL IMPACT

A fair market value lease was chosen in lieu of purchase because of the pace at which technology improves these machines. The Central Services Division has budgeted appropriately for this expense, which will be \$15,200 per year for the next five years. Central Services charges departments for production printing, and these charges are anticipated to cover the cost of the lease.

Attachment: Exhibit A: Award Evaluation & Recommendation

cc: Leslie Blagg, Central Services Manager



BID EVALUATION & AWARD RECOMMENDATION

Bid No. 9674
Title: High Speed Copier
Due Date: 4/18/07

Buyer Name: Jim Boggan
Phone: 530-889-4258
Estimated Award Date: 5/1/07

(Recommended award is highlighted)

Item No.	Name of Firm City/State	Telephone Fax Number	Delivery Time, Calendar Days	LVP Certified? (1) Invoice Terms (2)	11" x 17" counts as one or two print/copy	Qty	Item Description	Unit Price	Extension	Subtotal	Bid Total	LVP	Prompt Pay Dis	Ref. Price
1	Caltronics Sacramento	916-416-3871 916-361-1829	15	No	Net 30	2	Not supplied			1.30500	1.30500	0.00000		1.30500
2	Ikon Office Solutions Sacramento	916-928-2962 916-928-2928	10	No	Net 10	1	\$284 per hour	0.01500	0.97500	1.37700	1.37700	0.00000		1.37700
3	Inland Business Sys Sacramento	916-609-8851 916-928-18685	5	No	2/5 or Net 30	2	\$220 per hour	0.01730	1.12450	1.65150	1.65150	0.00000		1.65150
4	Ray Morgan Co Rocklin	916-825-5333 916-630-2122	21	No	Net 30	1	\$95 per hour	0.01190	0.77350	1.13800	1.13800	0.00000		1.13800
5	Toshiba Business Sol Sacramento	916-928-2700, Ext 523 916-928-2704	10	No	Net 30	1	\$325 per hour	0.01380	0.89700	1.07200	1.07200	0.00000		1.07200
6	Xerox-Pro Office Tech Auburn	530-889-9515 916-388-0528	10 to 14	No	Net 30	1	\$490 flat rate	0.00890	0.57850	0.89000	0.89000	0.00000		0.89000
7	Zoom Imaging Sol Sacramento	916-369-6526 916-363-5093	10	No	Net 30	2	\$150 per hour	0.01570	1.02050	1.46450	1.46450	0.00000		1.46450
Subtotal										1.30500	1.37700	0.00000		1.37700
Bid Total										1.30500	1.37700	0.00000		1.37700
Prompt Pay Dis										0.00000	0.00000	0.00000		0.00000
Ref. Price										1.30500	1.37700	0.00000		1.37700

In accordance with Section 4.0 of the Invitation for Bids (IFB), pricing is evaluated on an all-inclusive cost per copy/print according to the weights stated in the IFB, Section 4.1.4. Those weight factors are shown under "Quantity" (Qty). "Unit Price" is the bid price per copy/print. "Extension" is the price per copy/print multiplied by the appropriate weight factor. The "Reference Price" is the sum of the Extensions (weighted costs). The Responsive and Responsible Bidder with the Lowest Reference Price is highlighted and recommended for award.

In addition to the prices shown, Xerox proposed a 60 month FMV lease at 749.98 per month. This proposal is not responsive to the Bid requirements.

In addition to the prices shown, Zoom proposed a 60 month FMV lease at \$636.51 per month +\$.005 per copy. This is not responsive to the Bid requirements.

218