

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

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BWD*

DATE: July 10, 2012

SUBJECT: Approve the Award of Competitive Bid No. 10191 to Inland Business Systems, Inc. for a Three-Year Operating Lease of One Digital Production Color Copier in the Maximum Amount of \$100,000.00

ACTION REQUESTED

Approve the award of competitive Bid No. 10191 to Inland Business Systems, Inc. of Sacramento, CA for a three-year operating lease of one digital production color copier in the maximum amount of \$100,000.00, and authorize the Purchasing Manager to sign the resulting Blanket Purchase Order (BPO) and lease contract.

BACKGROUND

The Department of Administrative Services, Central Services Division's current production copier-printer lease with Ricoh USA, Inc. expires on August 11, 2012. Central Services uses this machine for commercial color production for County departments, and charges the departments for these printing services.

The Procurement Services Division, on behalf of Central Services, solicited bids for a three year operating lease of a new digital production color copier. Bid No. 10191 was distributed via the County's E-Bid system to fifty-three potential bidders and was also advertised on the County's website. The Invitation for Bid (IFB) requested base pricing for 25,000 color copies per month, 5,000 black and white copies per month, and average pricing for any additional volume. A total of five bids were received.

To determine the most responsive and responsible bidder, points were awarded based on bidders' cost, the click charge for 11x17 copies, and demonstrated experience. KMBS of Sacramento, CA and Pro Office Technology, LLC of Sacramento, CA have been determined non-responsive. Inland Business Systems is the most responsive and responsible bidder.

The County will pay Inland Business Systems \$0.096 per color copy for the first 25,000 copies each month and \$0.0531 for the first 5,000 black and white copies per month. Additional monthly print volume will be billed at \$0.0499 per color copy and \$0.0069 per black and white copy. This new pricing is approximately 8% percent less than the expiring contract price. Based on Inland Business Systems' responsiveness to specifications, staff recommends approval to award the resulting BPO to Inland Business Systems.

FISCAL IMPACT

The resulting three-year BPO with Inland Business Systems will total \$100,000.00 for the period of July 10, 2012 through June 30, 2015. The Department of Administrative Services' Fiscal Impact Statement is attached.

Attachment: Administrative Services Department Fiscal Impact Statement

cc: Leslie Blagg, Central Services Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, Director of Administrative Services Department

DATE: July 10, 2012

SUBJECT: **Fiscal Impact Statement**
Approve the Competitively Awarded Blanket Purchase Order with Inland Business Systems of Sacramento, CA for the Lease of a Color Copier in the Amount of \$100,000

The Administrative Services Department's Central Services Division has sufficient funding to support this request.

The Department has budgeted appropriately for this Blanket Purchase Order and funding is available in the Central Services Division's FY2012-2013 Budget (06380).