

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

Revision 1

TO: Honorable Board of Supervisors 

FROM: David Seward, Purchasing Manager

DATE: July 10, 2007

SUBJECT: Rescind Approval to Award Competitive Bid No. 9674 to Toshiba Business Solutions for Failure to Meet a Critical Bid Specification in Acceptance Testing (Unable to Process Carbonless Paper) and Approve Award of this Bid to Ray Morgan Company for the Sixty Month Lease of a High-Volume Copier for Central Services in the Maximum Amount of \$76,000.00

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**ACTION REQUESTED**

Rescind approval to award competitive Bid No. 9674 to Toshiba Business Solutions of Sacramento for failure to meet a critical bid specification in acceptance testing (unable to process carbonless paper) and approve award of this bid to Ray Morgan Company of Rocklin 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 previous 60-month high-volume copier lease with Ray Morgan Company has expired, and Ray Morgan is allowing the County to rent the machine on a month-to-month basis. 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. On May 22, 2007, your Board approved award of Bid No. 9674 to Toshiba Business Solutions, assuming successful acceptance testing. Unfortunately, Toshiba's machine failed acceptance testing. It could not run carbonless paper, which constitutes 60 percent of its expected workload. Toshiba has agreed that they cannot meet bid specifications. The next low bidder, Ray Morgan Company, was requested to provide their high speed copier for acceptance testing. This test has concluded successfully, and your Board's approval is requested to rescind the previous award and to award Bid No. 9674 to Ray Morgan Company.

**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 sufficiently for this expense, which will be approximately \$15,200.00 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

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