

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

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: July 9, 2013

SUBJECT: Award of Competitive Bid No. 10254 for a Five-Year Lease of a Digital Production Printer – Ray Morgan Company

ACTION REQUESTED

1. Approve the Award of Competitive Bid No. 10254 to Ray Morgan Company of Roseville, CA in the Maximum Amount of \$339,060 for a Five-Year lease of a digital production printer, and authorize the Purchasing Manager to sign the resulting contract and Blanket Purchase Order.

BACKGROUND

The Department of Administrative Services, Central Services Division provides all County departments with quick print services, with a 24-hour turnaround. To provide this service, the division uses a digital production printer for commercial black and white production, and charges the departments for the printing services offered. Central Services Division's current five-year production printer lease with Ricoh USA Inc. expires on July 31, 2013.

The Procurement Services Division developed Invitation for Bid (IFB) No. 10254 for a new 5-year lease of a commercial production, 135-page per minute, black and white printer on an all-inclusive cost per copy basis. The IFB was distributed via the County's electronic bidding system to twenty-one potential bidders and was also posted on the Procurement's website. Twenty-five vendors accessed the IFB and bids were received from Inland Business Systems of Sacramento and Ray Morgan Company of Roseville. Ray Morgan Company is a registered Placer County local vendor.

The IFB requested base pricing for 333,333 prints per month and overage pricing for additional volume. Inland Business Solutions proposed the use of two printers. This has been deemed unresponsive to bid specifications. The responsive bidder is Ray Morgan Company. The County will pay Ray Morgan Company \$0.0166 per print for the first 333,333 prints each month. Overages will be billed at \$.0039 per print. Based on their responsiveness to the bid, staff recommends approval to award the resulting contract and BPO to Ray Morgan Company. Central Services conducted a demonstration of the machine to ensure that the selected printer meets all bid specifications.

The contract period will be from July 9, 2013 through July 8, 2018.

FISCAL IMPACT

The resulting five-year contract and BPO with Ray Morgan Company will total \$339,060 fulfilling the County's commercial digital production requirements. The Department of Administrative Services Fiscal Impact Statement is attached.

Attachment: Administrative Services Department Fiscal Impact Statement

cc: Leslie Blagg, Central Services Manager

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager

DATE: July 9, 2013

SUBJECT: Approve the Competitively Awarded Blanket Purchase Order with Ray Morgan Company of Roseville, CA for the Lease of a Digital Production Printer in the Amount of \$339,060

The Administrative Services Department's Central Services Division has sufficient funding in the FY2013-2014 Budget (06380) to support the award of this Blanket Purchase Order for a digital production printer lease.