

September 12, 2002

03-019

ACCEPT QUOTE/AWARD CONTRACT - USED  
REPLACEMENT ANALOG HIGH SPEED COPIER

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL  
RESPONSIBILITY: Linda Eden, Director of Auxiliary Services

APPROVED BY: Randy McEwen, Vice President, Administrative Services  
Jesus "Jess" Carreon, President

REPORT: In order to be more efficient, the PCC Print Center has a need to replace an older costly Xerox 5800 High Speed Production Copier with a less expensive newer model, a used Xerox 5900 Copier. The sixty (60) month lease agreement costs to acquire this used copier would be approximately \$125,000, including the trade-in of the older unit.

Portland Community College Public Contracting Rule #200.120, Purchases of Used Personal Property, allows the College to purchase used personal property or equipment totaling \$50,000 or more without competitive bidding. A minimum of three competitive quotes are to be obtained, or, if three quotes are not available, a written record must be made of the attempt to obtain quotes. As the transaction total costs will exceed \$50,000, Board approval is still required.

Price quotes obtained (based on 300,000 impressions/month):

Used Xerox 5900	\$2,053.05/month (120 ppm)*
New Xerox 5900	\$3,063.34/month (120 ppm)
New Konica 7085	\$2,266.13/month ( 85 ppm)
New Canon 105	\$3,239.00/month (105 ppm)
Used Oce 3100	\$2,170.00/month (100 ppm)

\* ppm stands for pages printed per minute

For comparison, the older Xerox 5800 currently in use costs the Print Center an average of \$3,022.00/month (for 3000 impressions at 120 ppm). The average cost savings realized would be \$968.95 per month by leasing the used Xerox 5900 copier, and trading in the older Xerox 5800 copier.

RECOMMENDATION:

That the Board of Directors accept the quote from, and award a contract to Xerox for a sixty (60) month lease of a used Xerox 5900 High Speed Copier for a total estimated cost of \$125,000, including the trade-in of the College's Xerox 5800 Copier.

The PCC Print Center is an enterprise fund and costs will be paid from revenue generated.

Director Germond moved to approve Resolutions 03-013 through 03-015 and 03-017 through 03-024 and it passed unanimously.