

April 21, 2005

05-079

AUTHORIZATION TO UTILIZE AN INTERGOVERNMENTAL
AGREEMENT CONTRACT FOR THE LEASE OF XEROX
COPIERS/PRINTERS

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FINANCIAL
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REPORT: The College Print Center has utilized various State of Oregon, and other intergovernmental (IGA) price agreements for many years to rent/lease the copiers used by all College departments. The current five (5) year contract with IKON for Canon copiers will expire on June 30, 2005. The College utilized an existing Multnomah County contract. The Board authorized it on June 22, 2000 (Resolution 00-137). Copier rental/lease contracts established by other public agencies are available for intergovernmental cooperative use by the College. Typically these contracts with the larger agencies have exceptionally better pricing than if the College completed an individual formal process for just its own copier requirements. ORS 279.015(g) both allows for and encourages public agencies to utilize existing contracts of other agencies, including those in the State of Washington, and exempts such transactions from the need for further competitive bids or proposals.

Extensive comparative research was recently completed by Print Center staff of the many existing public agency rental/lease contracts (e.g., State of Oregon, Multnomah County, State of Washington, King County Directors Association (KCDA), etc.) The Print Center has determined that it would be in the best interest of the College to utilize an existing KCDA copier/printer lease contract (#0708630-09) with Xerox. This solution replaces the antiquated copy card process with new automated accounting software for new Xerox convenience copiers, and also adds the Print Center's production equipment to the overall new lease agreement to increase contract impressions which will reduce costs.

The proposed new Xerox lease agreement will include:

1. Xerox convenience staff copiers/printers (51 total) to replace the current Canon department copiers.
2. WCP90 digital copier to replace our current analog 5900.
3. WCP3545 to replace current 2240 color copier
4. Convert current Docutech 6115 production printer to the new total lease agreement.

The new lease with Xerox would be for sixty (60) months and the monthly lease payment would be \$24,909 for 1,406,000 total print impressions on any combination of the above machines. The monthly lease payment includes all equipment, supplies and maintenance services.

The cost of the new lease is approximately 8% more than the total amount the College is currently paying for both the print center equipment and the department copiers, but there are additional benefits:

1. Eliminates the old copy card system and equipment, and user access will be via PIN numbers. This will simplify billing.
2. New copiers will be networked and can be used as department printers which will cut down on the need for desktop printers.
3. Print Center equipment will be faster and have more features to improve print quality and flexibility.
4. There will be a single vendor for all copier/printer equipment and print impressions will be combined for the lowest overall cost per copy.
5. Includes five (5) more staff copiers than the current contract to provide additional convenience to users.

RECOMMENDATION:

That the Board of Directors authorize the utilization of a KCDA contract with Xerox for a sixty (60) month lease of Xerox copiers and printers for \$24,909 per month (the total expenditure for all 60 months would be approximately \$1,494,540). All costs will be paid for by the College departments using the copiers and the Print Center.

Director Margolin moved for approval of Resolutions 05-071 through 05-081 and it passed unanimously.