

April 15, 2010

10-083

AUTHORIZATION TO UTILIZE AN  
INTERGOVERNMENTAL COOPERATIVE CONTRACT  
FOR THE LEASE OF XEROX COPIERS AND  
PRINTERS

PREPARED BY: Avelina Gulmatico, Procurement Lead

FINANCIAL  
RESPONSIBILITY: Linda Eden, Director, Auxiliary Services

APPROVED BY: Cherie Chevalier, Associate Vice President, Finance  
Wing-Kit Chung, Vice-President, Administrative Services  
Dr. Preston Pulliams, District President

REPORT: The College has a need to continue leasing copiers/printers used by all Departments Collegewide. On April 15, 2005 (BA 05-079) the Board of Directors approved a sixty (60) month lease contract for copiers and printers with Xerox. This contract is due to expire on June, 2010. The cost of leasing the copiers/printers will exceed the formal solicitation threshold (\$150,000) and will require the Board of Directors approval (B505).

Print Center staff compared and tested equipment, software, reliability and service levels from multiple vendors and after careful review and testing has determined that it is in the best interest of the College to continue with Xerox as vendor utilizing the existing King County Directors Association contract (KCDA, # 09-213). The Xerox solution was determined to be the only viable option compatible with our college wide integrated copier ID system.

Copier lease contracts established by other public agencies are available for inter-governmental 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. In addition, the governmental agency has done the competitive process to secure the agreement before making it available for

other public agencies to use. Utilizing an existing inter-governmental cooperative contract is allowed per College Procurement Rules, CCR 214.

The proposed lease renewal will include:  
Fifty five convenience copiers to replace current Xerox fleet equipment, two new production copiers to replace Print Center equipment, convert current color production equipment to new lease and ColorQube printer technology to promote a green sustainable alternative to desktop printing. All equipment on this contract is equipped for copy, scan and print thereby presenting the option of using copiers as scanners (scan to e-mail) instead of printing. The scanning feature is an enhancement to existing service in support of College sustainability commitments.

All Xerox equipment is EnergyStar approved, supplies are provided and picked up from each location for recycling by Xerox. The new sixty (60) month lease contract includes installation, maintenance services, supplies, training, machine move coordination, account review/reporting and supplies management support.

The new lease will also save \$3074 per month or 11% over current lease, continue current services including familiar access to equipment by means of copier ID number. For the life of the new lease, the savings amount to \$185,000. The new production copy equipment will have improved quality, productivity and provide bindery options currently hand worked thereby improving turn around and improved customer service.

This renewal will allow the same service and support that staff are currently enjoying and without this service, many office staff members would be expected to perform key operator duties. These would include ordering, installing and returning supplies, problem solving, placing service calls and other items that are currently handled with a simple call to one number to access our managed services associate.

Xerox is a U.S. company with 60,000 employees of which 2,200 are employed in the Portland area. The Wilsonville plant is Xerox's second largest facility and is dedicated to

producing equipment and supplies for their ColorQube technology.

**RECOMMENDATION:** That the Board of Directors authorize the utilization of KCDA contract with Xerox for a new sixty (60) month lease of copiers and printers with monthly lease payments of approximately \$24,000. The estimated total is \$1,500,000 for the full term of the contract which includes an estimate of additional equipment that may be added during the lease period. All costs will be paid for by Print Center chargeback to college departments using the services

PREPARED BY: Randy McEwen, District President

APPROVED BY: Dr. Preston Pulliams, District President

REPORT:  
Clean Water Services has requested that the College grant permanent and temporary easements across District property at the Rock Creek campus, in order to construct a sewer trunk line to serve the North Bellway area. The general area of the easements is the far northwest area of the District's property substantially away from the central campus. The permanent easement area is approximately 100 feet long by 18 feet wide. The temporary easements are for construction access purposes, are on either side of the permanent easement area, and total approximately 2,050 sq. ft. The easement location is shown in the aerial photo labeled Exhibit A, and the precise nature of the easements is shown in Exhibit B.

Board Policy B 214 requires Board approval of real property purchases and sales, and certain real property leases.

**RECOMMENDATION:** That the Board of Directors delegate to the District President or his designee the authority to negotiate the terms of a sewer line easement agreement as described above, and to enter in to such agreement upon concurrence of College Counsel.