

April 16, 2015

15-099

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

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FINANCIAL
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REPORT: On April 15, 2010, the Board of Directors approved a sixty (60) month lease contract BA10-083 for copiers and printers districtwide with Xerox. This contract is due to expire in May 2015. The cost of leasing copiers/printers will exceed the formal solicitation threshold and will require Board of Directors approval (B505).

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 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.

Print Center staff compared and tested equipment, software, reliability and service levels from multiple vendors over a six-month period and after careful review, the staff believes it is in the best interest of the College to continue with vendor Xerox utilizing "The Cooperative Purchasing Network Agreement." The Xerox solution was determined to be the only viable option compatible with our College-wide integrated copier ID system, which ensures user accountability and security.

The proposed lease renewal will include:
seventy two multi-function convenience copiers to replace current Xerox fleet equipment (with 34 of these machines having color capability), two new production machines to

replace Print Center equipment, new color production equipment 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) 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 and managed services to provide immediate response to problems, training, machine move coordination, account review/reporting and supplies and management support.

The new lease will save \$4,400 per month or 20% over current lease payments, 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 \$264,000. The new production copy equipment will have improved quality and productivity providing faster turn-around and improved customer service.

This renewal will allow service and support by phone call to a services representative. Service includes order/installation, returning supplies, and problem resolution.

Board Resolution 96-88, established the Print Center as an internal service fund whose function is to provide centralized accounting, budgetary control and reporting mechanisms to manage accountability of printing and copying expenditures for all campuses and divisions within the college. This lease contract provides the Print Center with the latest technology and equipment necessary to support the accountability and financial requirements established by the Board and will be funded by chargebacks from the Print Center for all copy and printing services required by campuses and divisions throughout the district.

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 sustainable ColorQube printer technology.

RECOMMENDATION: That the Board of Directors authorize the utilization of The Cooperative Purchasing Network Agreement with Xerox for a new sixty (60) month lease of copiers and printers with monthly lease payments of approximately \$22,000. The estimated total is \$1,350,000 for the full term of the contract, which includes an estimate of additional equipment that may be added during the lease period.