

Condensed Title:

Request For Approval To Award Contracts To The Lowest And Best Bidders Per Group As Follows: 1) Sharp Business Systems, For Group I - Lease Of Copiers, In The Estimated Annual Amount Of \$41,716.80 For Fiscal Year 2011/2012, And \$125,150.40 Annually For Subsequent Fiscal Years; 2) Canon Business Solutions, For Group II – Production Printing Equipment, In The Estimated Annual Amount Of \$29,654.32 For Fiscal Year 2011/2012, And \$88,962.96 Annually For Subsequent Fiscal Years, Pursuant To Invitation To Bid No. 1-11/12, For The Lease Of Copiers And Production Printing Equipment.

Key Intended Outcome Supported:

Enhance External/Internal Communications from and Within the City.

Supporting Data (Surveys, Environmental Scan, etc.):

Issue:

Shall the Mayor and City Commission approve the award of contracts?

Item Summary/Recommendation:

The purpose of Invitation to Bid (ITB) No. 1-11/12 is to establish a contract(s), by means of sealed bids, to a qualified vendor(s) for the lease of citywide copiers (Group I), and production printing equipment (Group II). This includes an estimated 90 plus shared, integrated digital copiers to multiple locations, and includes two (2) black and white production copiers and one (1) color production copier for the Central Services Department.

This contract shall remain in effect for a period of five (5) years from date of contract execution by the Mayor and City Clerk. Lease agreements shall be effective on the first day following acceptance of the equipment.

It is anticipated that savings ranging from \$7,262 to \$8,193 per month, or \$87,144 to \$98,316 annually, will be realized, which is approximately between 39% to 44% lower than the current cost for the MFP copiers. For the production printing equipment, savings in the amount \$3,103.42/month, or \$37,241 annually will be realized, which is approximately 30% lower than the current cost. Total savings of at least \$124,385 annually will be realized.

The Administration recommends approving the award of contracts.

Advisory Board Recommendation:

Financial Information:

Source of Funds:	Amount	Account
1	\$41,716.80	Citywide budgeted Accounts
2	\$29,654.32	Central Services Account 530-1760-000323
3		
4		
Total	\$71,371.12	

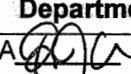

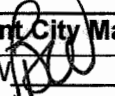
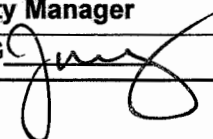

OBPI

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Raul J. Aguila extension 6475

Sign-Offs:

Department Director	Assistant City Manager	City Manager
RJA  RP 	PDW 	JMG 

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MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: April 11, 2012

SUBJECT: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO THE LOWEST AND BEST BIDDERS PER GROUP AS FOLLOWS: 1) SHARP BUSINESS SYSTEMS, FOR GROUP I - LEASE OF COPIERS, IN THE ESTIMATED ANNUAL AMOUNT OF \$41,716.80 FOR FISCAL YEAR 2011/2012, AND \$125,150.40 ANNUALLY FOR SUBSEQUENT FISCAL YEARS; 2) CANON BUSINESS SOLUTIONS, FOR GROUP II – PRODUCTION PRINTING EQUIPMENT, IN THE ESTIMATED ANNUAL AMOUNT OF \$29,654.32 FOR FISCAL YEAR 2011/2012, AND \$88,962.96 ANNUALLY FOR SUBSEQUENT FISCAL YEARS, PURSUANT TO INVITATION TO BID NO. 1-11/12, FOR THE LEASE OF COPIERS AND PRODUCTION PRINTING EQUIPMENT.**

ADMINISTRATION RECOMMENDATION

Approve the award of contracts.

COST SAVINGS

It is estimated that annual savings between \$87,144 and \$98,316 annually for Group I and \$37,241 for Group II, for a grand total of at least \$124,385 annually will be realized.

KEY INTENDED OUTCOME

Enhance external/Internal communications from and within the City.

FUNDING

Funding will be provided from the following Accounts for Fiscal Year 2011/2012:

- \$54.07 OBPI (Administration) Account 011-0332-000323
- \$54.07 OBPI (Internal Audit) Account 011-0330-000323
- \$54.07 OBPI (Management and Budget) Account 011-0340-000323
- \$54.07 OBPI (Grants Management) Account 011-0650-000323
- \$54.08 OBPI (Internal Audit/Resort Tax) Account 160-0330-000323
- \$460.16 Fleet Department Account 510-1780-000323
- \$500.16 Parking Department Account 480-0462-000323
- \$1,859.76 Parking Department Account 480-0461-000323
- \$230.08 Parking Department Account 480-0463-000323
- \$5,064.12 Building Department Account 011-1510-000323
- \$540.72 IT Department Account 550-0640-000343
- \$614.08 Human Resources Account 011-0370-000323
- \$270.36 Risk Management Account 540-1790-000323
- \$230.08 Public Works Transportation Account 011-0870-000323

\$565.20	Public Works Administration Account 011-0810-000323
\$565.83	Public Works Sewer Account 425-0420-000325
\$815.40	Public Works Water Account 425-0410-000325
\$665.79	Public Works Stormwater Account 427-0427-000325
\$583.53	Public Works Streets Account 011-0840-000325
\$599.38	Procurement Division Account 011-0620-000323
\$565.20	Code Compliance Account 011-1520-000323
\$270.36	Sanitation Account 435-0430-000323
\$500.44	Parks and Recreation Account 011-0970-000323
\$270.36	Greenspace Management Account 011-0940-000325
\$1,130.40	Fire Department Account 011-1210-000323
\$270.36	Fire Department Account 011-1220-000323
\$270.36	Fire Department Account 011-1230-000323
\$565.20	Fire Department Account 011-1240-000323
\$460.37	Parks and Recreation Account 011-0975-000323
\$2,269.32	Parks and Recreation Account 011-0950-000323
\$270.36	Property Management Account 520-1720-000323
\$2,424.96	Planning Department Account 011-0520-000323
\$835.56	Police Department Account 011-1110-000323
\$2,260.72	Police Department Account 011-1120-000323
\$1,614.96	Police Department Account 011-1130-000323
\$2,965.68	Police Department Account 011-1140-000323
\$1,498.50	Police Department Account 011-1150-000323
\$565.20	Police Department Account 011-9405-000323
\$1,130.40	City Attorney's Office Account 011-1410-000323
\$230.08	Mayor and Commissioners Office Account 011-0100-000323
\$565.20	Neighborhood Services Account 011-0320-000343
\$230.08	RE, Housing and Community Development Account 011-0530-000323
\$565.20	RE, Housing and Community Development Account 135-1931-000323
\$614.08	Finance Account 011-0360-000325
\$230.08	Finance Account 011-0361-000325
\$270.36	Finance Account 160-0363-000323
\$1,179.28	City Manager's Office Account 011-0310-000323
\$614.08	City Clerk's Office Account 011-0210-000323
\$230.08	Office of Communications Account 011-0350-0323
\$2,473.84	CIP Office Account 011-0820-000323
\$270.36	Ocean Rescue 011-0960-000323
\$135.18	Tourism and Cultural Development Account 011-0380-000323
\$135.18	Tourism and Cultural Development Account 140-6080-000323
\$41,716.80	Total Group I – Multifunction Peripheral Devices
\$29,654.32	Total Group II – Production Printing Systems
	Central Services Account 530-1760-000323
\$71,371.12	Grand Total Group I and II

For subsequent fiscal years, commencing on October 1, 2012, the annual cost associated with the citywide copiers will be subject to funds availability approved through the budgeting process.

ANALYSIS

The purpose of Invitation to Bid (ITB) No. 1-11/12 is to establish contract(s), by means of sealed bids, to a qualified vendor(s) for the lease of citywide copiers (Group I), and production printing equipment (Group II).

The contract shall remain in effect for a period of five (5) years from date of contract execution by the Mayor and City Clerk. Lease agreements shall be effective on the first day following acceptance of the equipment.

After the initial five year term, this contract may be extended at the sole discretion of the City, through its City Manager, for additional one (1) year terms, if mutually agreed upon by both parties. Whether the option to renew is exercised will be contingent upon the needs of the City and market conditions at the time of renewal. The renewal discussions may include but not be limited to cost of copiers and/or replacement of copiers.

The ITB required all copiers to have a Data Security Kits that encrypts document data and that would allow for copied or scanned documents to be deleted, in order to protect confidential information.

Group I – Multi Function Peripherals (MFP) Copiers

The Contract is to include but not limited to the delivery, integration, installation, training, service and maintenance including toners of most current MFP copier models. All equipment proposed must be new and currently in production, no refurbished or newly remanufactured devices are acceptable. This includes an estimated 90 plus walk-up shared, integrated digital copiers to multiple locations.

Group I included five different copier speeds, ranging from 20 ppm (page per minute) to 55 ppm, to include eighty-four (84) black and white units, and six (6) color units. Bidder was allowed to bid closest speed to the one specified. The print volume of the user department will determine the required speed to be installed in that department. The ITB stipulates that no overage charges will be paid by the City.

Group II - Production Printing Systems

The Contract includes Production Printing Units for the Central Services, to include but not limited to the delivery, integration, installation, training, service and maintenance, including toners, of most current models. All equipment proposed must be new and currently in production. No refurbished or newly remanufactured devices are acceptable. This includes two (2) black and white production copiers and one (1) color production copier for the Central Services. The copier speeds specified by the ITB are 120 page per minute for the black and white units, and 70 pages per minute for the color unit.

The monthly allowance for the production equipment is 400,000 impressions pooled for both black and white units, and 45,000 impressions for the color unit (30k color Impressions per month, and 15,000 black and white impressions).

Overages over the printing volumes for the production equipment specified above will be reconciled on an annual basis. Overage charges, if any, will be calculated and billed at the end of each year during the life of the lease agreement.

BID PROCESS

Invitation to Bid (ITB) No. 1-11/12, was issued on October 11, 2011 with a bid opening date of November 9, 2011. A Pre-Bid Conference was held on October 21, 2011, and five (5) Addendums were issued to provide additional information and to respond to all questions submitted by the prospective bidders, thus extending the bid opening due date to December 6, 2011.

Bidnet issued bid notices to 30 prospective bidders, which resulted in the receipt of nine (9) bids from the following companies for each of the Groups included in the ITB:

Group I Bidders

1. Barlop Business Systems
2. Canon Business Solutions
3. Danwood Group
4. Mahogany Development Group Inc.
5. OCE North America
6. Ricoh USA
7. Sharp Business Systems
8. TGI Office Automation
9. Toshiba Business Solutions

Group II Bidders

1. Barlop Business Systems
2. Canon Business Solutions
3. *Danwood Group
4. ** OCE North America
5. Ricoh USA
6. TGI Office Automation

* For Group II, Danwood proposed equipment was deemed not to be in compliance with the ITB specifications, therefore their bid was deemed non-responsive.

Attachments A and B show tabulated results.

Group I – Multi-Function Peripherals (MFP)

A User Group (the "Group") convened on January 19, 2012 for copier demonstrations, and to evaluate and rank the responsive bids. The Group consisted of the following individuals:

- Victor Armendariz, Building Department
- Lorenzo Han, Police Department
- Brenda Carbonell, Parks and Recreation
- Daniel Rozenblit, Parking Department
- Fiorella Sarmiento, Public Works
- Robert Anderson, Finance Department
- Donovan Ireland, Central Services
- Nelson Martinez, IT Department

The Group was provided with the Evaluation Criteria, and method of award to be utilized to rank the Bidders. The Group was asked to score and rank the bids in accordance with the following evaluative criteria:

1. Experience and Qualification of the Bidder (20 points)
2. Cost/Value (40 Points)
3. Methodology and Approach (15 Points)
4. Past Performance (10 Points)
5. Copier Demonstration (15 Points)

The Group received a 20 minute product demonstration from each bidder, followed by a 10-minute Question and Answer session. In addition, the Group was provided with Performance Evaluation Surveys received for each Bidder.

During the meeting it was discussed that the ITB required the vendor to provide for a secure enterprise scanning solution on MFP (Multi Function Peripheral) devices that can be centrally managed. During the past years, in addition to the print and copy functions, the City has widely used the scanning capabilities of MFPs.

Also discussed was the fact that newer technology offers added features such as user authentication, a feature that the City may want to implement in the future. Administrators can define user groups to manage and restrict features, such as color copying, scanning or printing.

The Group recognized the need to get additional information on the scanning solution, and shortlisted the following four (4) firms:

1. Canon Business Solutions
2. Danwood Group
3. Ricoh USA
4. Sharp Business Systems

Attachment C shows rankings by the User Group for the shortlisting of Bidders.

The Group reconvened on January 26, 2012 to receive additional information from the shortlisted bidders. Bidders provided the Group with a 30 minute demonstration on their proposed solution. After the demonstrations, the Group scored the four shortlisted bidders as follows:

FINAL RANKINGS – GROUP I – CITYWIDE COPIERS								
	Victor Armendariz	Brenda Carbonell	Daniel Rozenblit	Fiorella Sarmiento	Robert Anderson	Donovan Ireland	Nelson Martinez	Ranking Order
COMPANY NAME	Rank (Points)	Rank (Points)	Rank (Points)	Rank (Points)	Rank (Points)	Rank (Points)	Rank (Points)	Total Points
CANON BUSINESS SOLUTIONS	2 (88)	2 (92)	3 (73)	4 (66)	3 (66)	2 (69)	2 (86)	2 (18)
DANWOOD GROUP	4 (71)	4 (83)	2 (80)	2 (75)	2 (67)	4 (62)	3 (82)	3 (21)
RICOH USA	3 (76)	3 (86)	4 (60)	3 (66.5)	4 (55)	3 (68)	4 (73)	4 (24)
SHARP BUSINESS SYSTEMS	1 (95)	1 (93)	1(90)	1 (85.5)	1 (79)	1 (75)	1 (95)	1 (7)

*Lorenzo Han could not attend the presentations of all four bidders due to an emergency, therefore was not allowed to submit his rankings.

The Group unanimously recommended Sharp Business Solutions as the lowest and best bidder. Sharp offered the third lowest cost. The copiers proposed by the bidder offering the lowest cost, Barlop Business Systems, did not meet the speed specified for the page per minute. Danwood Group, offering the second lowest cost, is \$1,011.01 lower than Sharp. Barlop offered an alternate bid that included copiers for the specified speeds, at \$908.22/month lower than Sharp's bid price.

Danwood and Barlop, although lower in cost when compared to Sharp, proposed a scanning solution to the dissatisfaction of the Group, at least upon preliminary demonstration of the solution. Sharp was the only vendor that offered an acceptable approach during demonstrations using Active Directory. However, the Group recognized, that potentially, there might be a need to involve third party software to accomplish the City's scanning solution future needs, such as, the implementation of the "follow me capability" (whereby a City user walks up to any copier in the City and his settings follow him around).

Additionally, the product features offered by Sharp, such as a retractable keyboard, and the duplex single pass document feeder, were not present on the products offered by Barlop and Danwood.

Sharp confirmed during presentations, and later during communications with Procurement that they can implement an enterprise solution as required by the City with third party software. Sharp identified three (Drive, NSI Autostore, and Nuance Simplified Scan) third party vendors that are part of the Sharp Software Development Program that have solutions should the City decide to implement or require a different scanning solution.

The additional cost for this enterprise solution will not exceed \$10.00 monthly per device which will include all server and unit licenses required to active and manage this solution. The final choice of which third party solution is chosen will depend upon the final scope of work that will be generated based on a detailed review of the current IT infrastructure and future plan for scanning.

The Group selected Sharp because they provided the best solution overall. Sharp will offer current production models with advanced capabilities and user friendly features, which include color scanning, duplex single pass document feeder (which allows double sided copies to be scanned in one pass), advanced web based device management to help facilitate the set up, configuration, and device settings at the administrator level. The new Sharp models include a retractable keyboard that offers added convenience to those users doing repetitive scanning tasks, and user authentication, offering an ergonomic interface.

Sharp has included the newest scanning/printing technologies available in the industry with a customizable server based monitoring, authentication and departmental cloning of device configurations, in addition they have provided the application modules that allow for future integration into existing or future applications that the City may wish to use immediately or over the term of contract.

Sharp will handle the implementation / configuration of the solution, as the City envisions this as a "turnkey" implementation. You will train IT staff as a part of the implementation.

Devices that currently have hard drives installed will be removed and returned to the City's IT department for destruction or safe keep at no cost to the City. Sharp will remove onsite prior to installing the new device by location.

In addition to EnergyStar compliance of all Sharp MFPs, the Sharp Copier Toner Recycling Program allows customers to recycle toner cartridges from all Sharp MFP models, conveniently and free of cost.

Sharp Business Systems

Sharp Business Systems (SBS) has been providing office equipment solutions to the South Florida area since 1986. SBS has serviced the City of Miami Beach account for the past

three years. Internal Surveys have been submitted by the various Departments with ratings of Good and Excellent. They also provide services to City of Miami, City of Hollywood, VA Hospital, Amadeus North America, among others.

A total of six (6) Performance Evaluation Surveys, all favorable, have been received from the following agencies: City of Miami, where Sharp maintains a fleet of 125 machines; City of Hollywood has over 70 copiers installed by Sharp and have no significant complaints on equipment and service; Amadeus North America states that Sharp has exceeded their expectations; The Continental Group; Vitas Healthcare Corporation and Biltmore Hotel.

Group II – Production Printing Systems

In lieu of a User Group, Central Services, as the sole end user of the equipment, met with Procurement to review the bids received. Site visits to the bidder's facilities, or customer's facilities were conducted on January 20th, 2012 for Canon, January 24th for OCE and Ricoh, and January 25th for Danwood, to demonstrate the bidder's equipment.

On January 27, 2012, Central Services and Procurement reconvened to finalize the review of the bids. Central Services recommends Canon Business Solutions (Canon) as the lowest and best bidder. Canon offered the fourth lowest cost. Ricoh, the bidder offering the lowest cost, is \$1,831.44/month lower than Canon. Barlop Business Systems and TGI Office Automation, both Ricoh dealers, offered Ricoh equipment as well, at a monthly cost of \$1,755.68/month and \$1,585.68/month respectively, lower than Canon.

Central Services recommendation is based on equipment reliability and performance. Ricoh equipment, the lowest alternative, is considered heat sensitive equipment. This is important because more than half of the jobs run by Central Services are NCR, or carbonless, forms for various departments. The chemicals in NCR paper may bleed when exposed to heat, and create paper jams. This results in increased downtime and service calls. Canon equipment uses wax based toner and Suction Feed and Air Driven Technology, making this equipment perform well with NCR forms.

One of the agencies visited during the evaluation was Broward County Clerks of Courts, which just transitioned from a Ricoh to a Canon equipment environment. They expressed that their experience with the Ricoh equipment was that it jammed consistently when running their NCR forms. Miami-Dade College also utilizes Ricoh equipment, and the feedback received was that there are some performance issues with the equipment, including jamming of the jobs, which are being addressed by Ricoh. Miami-Dade College stated, however, that the service provided by Ricoh is adequate and meets their expectations.

Canon offers two (2) ImagePress, 125-page per minute black and white units, and one (1) ImageRunner Advance, 75-page per minute color unit. Some features of the equipment include advanced feeding technologies incorporated into the equipment. Suction feeding picks up the paper with air instead of rollers. The suction feeding, enhanced air assist and air separation technologies provide reliable feeding and maximum productivity, and can print on the stocks as thin as 14lb. bond and as thick as 110lb. cover.

This equipment will allow Central Services to run complex jobs which would include multiple call trays for different types of papers, tabs, covers and pre-printed color inserts, such as the agenda or budget book currently being compiled by the Central Services.

In addition to the cost of the equipment, a consideration to account for in the award of this contract is the software utilized by Central Services during the past five years, through the

lease of the production equipment currently under lease, Prisma Prepare software. PrismaPrepare software is a device independent solution, and can be utilized with any equipment selected.

The ITB did not require a license for the software; however, it can be acquired from Canon via Miami-Dade County contract at a cost of \$527.90/month. The ITB allows for spot market purchases not included in the specifications using other methods, such as Federal, State or local contracts. Additionally, the ITB allows for changes to the configuration of the equipment during the term of the contract, should the needs of the department change.

Canon Business Solutions

Canon Business Solutions (Canon) is a Canon USA company providing document management services and support for over 40 years. Canon customers include City of Coral Gables, Broward Sheriff's Office, Broward County Clerks of Courts, Broward College among others. A total of six performance evaluations were received, all favorable, from the following agencies, City of Coral Gables, Broward County Clerk of Courts, Broward Sheriff's Office, Miami Heat, Perry Ellis International and Broward College.

COST COMPARISON

Group I – Multi Function Peripheral Devices

The current monthly cost for the lease of the estimated 90 MFP devices installed throughout the City is \$18,622, based on a three-year lease. Sharp's bid submittal is based on a five-year lease, as specified by the ITB. Based on Sharp's bid prices, and considering an exact replacement of devices of a particular speed with a new device of the same speed, it is anticipated that savings ranging from \$7,262 to \$8,193 per month, or \$87,144 to \$98,316 annually, will be realized, which is approximately between 39% and 44% lower than the current cost.

For comparison purposes, the same equipment configuration quoted for a three-year lease would increase the equipment monthly cost by 32% of Sharp's bid price; a two-year lease term would increase the monthly cost by 56% of Sharp's bid price.

It must be noted that during implementation, different speeds of devices may be recommended depending on the print volume of the each Department, therefore the savings amounts are subject to change. For example, a department that is currently paying \$117.53/month for a 20 page per minute copier, can now afford a 30 page per minute copier at \$67.59/month, instead of a 20 page per minute at \$57.52/month. The table below compares the current cost to the new rates, stated on a monthly basis:

CURRENT COST	SHARP
Black And White Copiers (page per minute)	
\$117.53 (25ppm)	\$57.52 (26ppm)
\$136.32 (31ppm)	\$67.59 (31ppm)
\$207.51 (45ppm)	\$126.90 (40ppm) \$141.30 (45ppm)
\$307.73 (55ppm)	\$153.52 (50ppm) \$207.09 (62ppm)
Color Copier (page per minute)	
\$690.11 (35ppm)	\$464.94 (31ppm)

Group II – Production Printing Systems

The current monthly cost for the lease of the production printing equipment installed in Central Services, including overage charges, is \$10,517. Based on the pricing submitted by Canon, savings in the amount \$3,103.42/month, or \$37,241 annually will be realized, which is approximately 30% lower than the current cost.

Overage charges are incurred when the number of prints in a given month exceeds the monthly volume allowance. The fact that the new bid increased the monthly print allowance, and monthly overages are being reconciled on an annual basis will eliminate any overage charges. The table below compares the current cost to the new rates for the two black and white, and one color copier:

CURRENT MONTHLY COST	CANON MONTHLY COST
\$ 10,517.00	\$ 7,413.58

CITY MANAGER'S DUE DILIGENCE

After considering the review and recommendation of City staff, the City Manager exercised his due diligence and recommends to the Mayor and City Commission the award of a contract to Sharp Business Solutions for Group I, and Canon Business Solutions for Group II.

It should be noted that the City's regular process of considering the price for contracts and its standard process for bidding contracts has resulted in a price that is reflective of the current market. At present, it appears that the market is very competitive and that the City may continue to receive bids that are lower than those received in the past year or so. The public procurement process, which is an open and competitive, transparent process, has again served the City to provide the lowest and best bidders for these services, as it has in the past, with estimated annual savings between \$87,144 and \$98,316 annually for Group I and \$37,241 for Group II, for a grand total of at least \$124,385 annually.

CONCLUSION:

Based on the aforementioned, the Administration recommends that the Mayor and City Commission award contracts the lowest and best bidders per group as follows: 1) Sharp Business Systems, for Group I - Lease of Copiers, in the estimated annual amount of \$41,716.80 for Fiscal Year 2011/2012, and \$125,150.40 annually for subsequent fiscal years; 2) Canon Business Solutions, for Group II – Production Printing Equipment, in the estimated annual amount of \$29,654.32 for Fiscal Year 2011/2012, and \$88,962.96 annually for subsequent fiscal years, pursuant to Invitation to Bid no. 1-11/12, for the Lease of Copiers and Production Printing Equipment.

ATTACHMENT A
ITB 1-11/12 LEASING OF COPIES - Cost per Month
GROUP I. MULTIFUNCTION COPIERS

* SHARP is the recommended vendor

	Black and White Copiers								Color Copier		Monthly Cost
	(20 Pages per Minute)	(20PPM) Stapler	(30 Pages per Minute)	(30PPM) Fax	(45 Pages per Minute)	(45PPM) Fax	(55 Pages per Minute)	(55PPM) Fax	30 Pages per Minute	30PPM Fax	
Monthly Print Volume	1,000-5,000		5,000- 10,000		10,000-15,000		20,000-30,000		n/a		
Current Cost	\$117.53		\$136.32		\$207.51		\$307.73		\$690.11		
Speed	(25ppm)		(31ppm)		(45ppm)		(55ppm)		(35ppm)		
Number of Copiers	21		36		12		15		6		90 copiers
Total Current Cost	\$2,468.13		\$4,907.52		\$2,490.12		\$4,615.95		\$4,140.66		\$18,622.38
COMPANIES											
BARLOP/LANIER	\$39.63	n/a	\$78.65	\$8.64	\$104.00	\$9.20	\$133.00	\$9.20	\$288.50	\$ 8.87	
Speed	(21ppm)		(25ppm)		(40ppm)		(50ppm)		(30ppm)		
Total Cost	\$832.23		\$2,831.40		\$1,248.00		\$1,995.00		\$1,731.00		\$8,637.63
BARLOP/LANIER ALTERNATE	\$57.78	\$7.63	\$92.60	\$9.20	\$104.00	\$9.20	\$133.00	\$9.20	\$288.50	\$ 8.87	
Speed	(25ppm)		(40ppm)		(40ppm)		(50ppm)		(30ppm)		
Total Cost	\$1,213.38		\$3,333.60		\$1,248.00		\$1,995.00		\$1,731.00		\$9,520.98
CANON	\$79.38	\$9.67	\$119.30	\$2.44	\$154.84	\$2.44	\$219.84	7.94	\$443.16	\$ 5.52	
Speed	(32ppm)		(30ppm)		(45ppm)		(55ppm)		(30ppm)		
Total Cost	\$1,666.98		\$4,294.80		\$1,858.08		\$3,297.60		\$2,658.96		\$13,776.42
CANON - ALTERNATE	\$79.38	\$9.67	\$79.38	\$9.67	\$133.44	\$3.46	\$202.93	\$3.46	\$443.16	\$ 5.52	
Speed	(32ppm)		(32ppm)		(42ppm)		(52ppm)		(30ppm)		
Total Cost	\$1,666.98		\$2,857.68		\$1,601.28		\$3,043.95		\$2,658.96		\$11,828.85
DANWOOD	\$49.64	\$9.84	\$56.33	\$6.35	\$74.73	\$6.35	\$74.73	\$6.35	\$88.36	\$ 6.55	
Speed	(45ppm)		(30ppm)		(40ppm)		(40ppm)		(35ppm)		
Total Cost	\$1,042.44		\$2,027.88		\$896.76		\$1,120.95		\$530.16		\$9,418.19
MAHOGANY DEV.	\$120.26	\$29.68	\$173.00	\$11.92	\$219.00	\$11.92	\$372.20	\$11.92	\$567.86	\$ 11.92	
Speed	(25ppm)		(35ppm)		(45ppm)		(55ppm)		(35ppm)		
Total Cost	\$2,525.46		\$6,228.00		\$2,628.00		\$5,583.00		\$3,407.16		\$20,371.62
OCE	\$82.88	included	\$121.46	\$8.54	\$160.71	\$8.54	\$223.00	\$10.64	\$336.64	\$ 9.59	
Speed	(32ppm)		(30ppm)		(45ppm)				(30ppm)		
Total Cost	\$1,740.48		\$4,372.56		\$1,928.52		\$3,345.00		\$2,019.84		\$13,406.40
OCE ALTERNATE (no 11x17)	\$82.88	included	\$82.88	\$2.78	\$102.69	included	\$116.40	included	\$336.64	\$ 9.59	
Speed	(32ppm)		(32ppm)		(42ppm)		(52ppm)		(30ppm)		
Total Cost	\$1,740.48		\$2,983.68		\$1,232.28		\$1,746.00		\$2,019.84		\$9,722.28
RICOH	\$103.31	\$5.95	\$145.50	\$10.95	\$195.82	\$10.95	\$201.32	\$10.95	\$180.71	\$ 10.95	
Speed	(25ppm)		(33ppm)		(50ppm)		(60ppm)		(30ppm)		
Total Cost	\$2,169.51		\$5,238.00		\$2,349.84		\$3,019.80		\$ 1,084.26		\$13,861.41

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ATTACHMENT A
ITB 1-11/12 LEASING OF COPIES - Cost per Month
GROUP I. MULTIFUNCTION COPIERS

* SHARP is the recommended vendor

	Black and White Copiers								Color Copier		Monthly Cost
	(20 Pages per Minute)	(20PPM) Stapler	(30 Pages per Minute)	(30PPM) Fax	(45 Pages per Minute)	(45PPM) Fax	(55 Pages per Minute)	(55PPM) Fax	30 Pages per Minute	30PPM Fax	
Monthly Print Volume	1,000-5,000		5,000- 10,000		10,000-15,000		20,000-30,000		n/a		
Current Cost	\$117.53		\$136.32		\$207.51		\$307.73		\$690.11		
Speed	(25ppm)		(31ppm)		(45ppm)		(55ppm)		(35ppm)		
Number of Copiers	21		36		12		15		6		90 copiers
Total Current Cost	\$2,468.13		\$4,907.52		\$2,490.12		\$4,615.95		\$4,140.66		\$18,622.38
* SHARP	\$57.52	\$7.43	\$67.59	\$7.18	\$141.30	\$6.02	\$153.52	\$6.02	\$464.94	\$ 6.02	
Speed	(26ppm)		(31ppm)		(45ppm)		(50ppm)		(31ppm)		
Total Cost	\$1,207.92		\$2,433.24		\$1,695.60		\$2,302.80		\$2,789.64		\$10,429.20
SHARP ALTERNATE	\$57.52	\$7.43	\$67.59	\$7.18	\$126.90	\$3.44	\$207.09	\$6.02	\$464.94	\$ 6.02	
Speed	(26ppm)		(31ppm)		(40ppm)		(62ppm)		(31ppm)		
Total Cost	\$1,207.92		\$2,433.24		\$1,522.80		\$3,106.35		\$2,789.64		\$11,059.95
TGI OFFICE AUTOMATION	\$69.00	included	\$89.00	\$5.00	\$109.00	\$5.00	\$165.00	\$5.00	\$325.00	\$ 5.00	
Speed	(25ppm)		(30ppm)		(45ppm)		(55ppm)		(30ppm)		
Total Cost	\$1,449.00		\$3,204.00		\$1,308.00		\$2,475.00		\$1,950.00		\$10,386.00
TOSHIBA	\$62.35	\$10.19	\$85.70	\$5.69	\$97.82	\$5.69	\$175.67	\$5.69	\$420.87	\$ 5.69	
Speed	(20ppm)		(30ppm)		(45ppm)		(55ppm)		(30ppm)		
Total Cost	\$1,309.35		\$3,085.20		\$1,173.84		\$2,635.05		\$2,525.22		\$10,728.66

Danwood included the price of the lease of the equipment and service separately. Total amount of \$9,035.68 includes \$5,235.68 for the lease of the equipment and \$3,800 for the service.

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ATTACHMENT B

ITB 1-11/12 LEASING OF COPIES - Cost per Month							
GROUP II. PRODUCTION PRINTING SYSTEMS							
Highlighted Vendor (Canon - Alternate) is Recommended Vendor							
COMPANIES	B&W Production (400k impressions/mth) (2 Units)	Print Volume	Overages B&W	Color Production (45k impressions/mth) (1 unit)	Print Volume	Overages Color	Total (lease of Equipment)
Current Cost	\$5,729.00	400,000	\$0.0034	\$3,288.00	20,000	B&W:\$0.018 C:\$0.08	\$9,017.00
BARLOP/LANIER	\$2,574 (135 ppm)	400,000	\$0.00299	\$2,556 (75ppm)	B&W: 15,000 Color: 30,000	B&W:\$0.0094 Color:\$0.0327	\$5,130.00
CANON	\$10,425.10 (166ipm)	400,000	\$0.0051	\$2,355.73 (75ppm)	B&W: 15,000 Color: 30,000	B&W:\$0.007 Color:\$0.045	\$12,780.83
CANON - ALTERNATE	\$4,529.95 (125ppm)	400,000	\$0.0037	\$2,355.73 (75ppm)	B&W: 15,000 Color: 30,000	B&W:\$0.007 Color:\$0.045	\$6,885.68
OCE	\$4,884 (120ppm)	400,000	\$0.0041	\$3,058 (75ppm)	B&W: 15,000 Color: 30,000	B&W:\$0.008 Color:\$0.045	\$7,942.00
OCE ALTERNATE	\$4,399 (120ppm)	400,000	\$0.0038	\$ 3,072.89 (75ppm)	B&W: 15,000 Color: 30,000	B&W:\$0.008 Color:\$0.045	\$7,471.89
RICOH	\$2,570.48 (135ppm)	400,000	\$0.00299	\$2,483.76 (75ppm)	B&W: 15,000 Color: 30,000	B&W:\$0.0055 Color:\$0.033	\$5,054.24
TGI OFFICE AUTOMATION	\$3,400 (135ppm)	400,000	\$0.0035	\$1,900 (75ppm)	B&W: 15,000 Color: 30,000	B&W:\$0.0079 Color:\$0.045	\$5,300.00

Black & White and Color overage charges specified apply only if number of prints exceed print volume specified. These are separate charges.

COST COMPARISON

	Monthly Lease	Monthly Overages	Prisma Prepare	Total Monthly Cost
Current Cost	\$ 9,017.00	\$1,500.00	Incl.	\$ 10,517.00
Bid Award (Canon)	\$ 6,885.68		\$ 527.90	\$ 7,413.58
Monthly Savings				\$ 3,103.42
% Savings				29.51%
Annual Savings				\$ 37,241.04

ATTACHMENT C - RANKINGS FOR SHORTLISTING OF BIDDERS

ITB 1-11/12 - Leasing of Copiers

GROUP I - Multi Function Copiers

COMPANY NAME	Victor Armendariz		Lorenzo Han		Brenda Carbonell		Daniel Rozenblit		Fiorella Sarmiento		Robert Anderson		Donovan Ireland		Nelson Martinez		LOW AGGREGATE TOTALS	Ranking Order
	Rank	Total Points	Rank	Total Points	Rank	Total Points	Rank	Total Points	Rank	Total Points	Rank	Total Points	Rank	Total Points	Rank	Total Points		
BARLOP BUSINESS SYSTEMS	5	58	8	62	7	63	5	84	2	86	8	48	8	56	8	55	51	8
CANON BUSINESS SOLUTIONS	2	78	6	75	2	87	4	84	8	63	5	62	3	98	6	70	36	4
DANWOOD GROUP	3	73	1	91	5	70	2	93	3	84	2	92	1	100	2	88	19	2
MAHOGANY DEVELOPMENT	9	13	9	61	9	51	9	77	9	50	9	36	9	55	9	54	72	9
OCE NORTH AMERICA	6	53	7	63	8	61	6	80	6	70	7	58	4	98	5	73	49	6
RICOH USA	4	75	3	82	3	86	8	78	1	89.5	4	63	2	99	3	75	28	3
SHARP BUSINESS SYSTEMS	1	85	2	91	1	88	1	95	4	77.5	1	93	7	84	1	92	18	1
TGI OFFICE AUTOMATION	7	48	5	77	6	66	7	79	5	72.5	6	52	6	94	7	60	49	6
TOSHIBA BUSINESS SOLUTIONS	8	35	4	81	4	75	3	91	7	68	3	64	5	95	4	74	38	5

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