

MEMORANDUM

TO: Governing Board Members

FROM: Sandra Close Turnquest, Deputy Executive Director, Corporate Resources

DATE: April 7, 2008

SUBJECT: Copyco, Inc. dba Toshiba Business Solutions, Inc. Waiver of Competition for Digital Copier Services (Contract OT050568/36000000868-A02)

Background

On March 4, 2005, the District issued a Request for Bids to standardize copy machines and consolidate copier requirements. As a result of this bid, on June 1, 2005 the District entered into three year contact with Copyco Inc., dba Toshiba Business Solutions for copier services at an amount not to exceed \$545,000. On July 25, 2005, this contract was amended to add ten high speed copiers and to increase the total contract amount to \$813,250. This contract will expire May 31, 2008.

The District's Information Technology (IT) Department intends to further consolidate its copying and printing functions while incorporating the District's "green" initiative. This would include the following goals and benefits:

- Support the Green initiative by reducing printers, toner usage and disposal, paper usage and power consumption
- Reduce or eliminate the costs associated with purchasing new printers.
- Consolidate the Toshiba devices and the HP printers reducing the overall number of output devices.
- Update all printers in the District (45% are more than 5 years old).

In order to allow sufficient time for staff to develop a statement of work that will incorporate these goals and issue a new Request for Bids, the IT Department requests the existing contract be extended for a period of one year (June 1, 2008 to May 31, 2009) and to increase funding by \$363,000.

How this helps meet the District's 10-year Strategic Plan:

This contract extension will allow sufficient time for staff to properly plan and implement a successful enterprise print services contract that will strategically align with increasing information technology effectiveness and efficiency.

Funding Source: The total amount for the Waiver of Competition is \$363,000 for which \$121,000 ad valorem funds are budgeted in FY08 and the remainder is subject to Governing Board approval of the FY09 budget.

This Board item impacts what areas of the District, both resource areas and geography:

Toshiba digital copiers are located at all District locations including service centers, field stations, area offices and headquarters and are utilized for all District programs and resource areas.

What concerns could this Board item raise?

The waiver of competition should not be of a major concern as the original contract was issued as a result of a Request for Bids and Copyco Inc. was the lowest responsive bidder. There will be no increase in price-per-page costs for the one year extension. In addition, it is standard practice for the District to issue three-year contracts with option to renew. While the renewal option was not incorporated as part of this contract, it is in alignment with District procurement practices.

Why should the Governing Board approve this item?

District resources are already over allocated with the implementation of the PC Lease. The long-term goal of consolidating multiple contracts for printer and copier services will help to reduce operating costs and standardize hardware while incorporating the District's "green" goals as it relates to paper and power consumption and toner usage and disposal.

If you have any questions, please do not hesitate to call me at ext. 6351.

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