



Legislation Text

File #: 17-532, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: June 20, 2017

SUBJECT: a) Waive the formal bidding process, pursuant to Lake County Code Section 2-38.4, as the County is piggybacking on a cooperative purchasing consortium contract;

b) Approve Agreement with Canon Solutions America providing terms and conditions for acquisition, operation and maintenance of digital copy machines and supporting products, services and supplies for a monthly lease amount of \$6,862.42 and a per copy amount of \$0.0056 (B&W) and \$0.0450 (Color); and authorize the Chair to sign; and

c) Authorize the Purchasing Agent to execute the resulting purchase orders and/or lease agreements.

EXECUTIVE SUMMARY:

The current five-year agreement with Canon U.S.A. Inc. for provision of photocopier machines has expired and is continuing on a month-to-month basis. Staff explored options for the replacement of our current photocopier machine agreement and found the "piggyback" option of using an existing competitively bid agreement would be the most cost effective.

Staff contacted multiple vendors that have repair technicians who reside in Lake County which is a critical element to facilitating expeditious responses to our service calls. The vendors contacted were required to have "piggyback" options that could be extended to our County for photocopier machines. The quote from Canon Solutions America was the lowest cost and the vendor has agreed to the County's proposed terms and conditions.

Typically, this procurement would be subject to the County's Consultant Selection Policy (CSB). In this instance though pursuant to Section 2-38.4 of the Lake County Code, the County is authorized to "piggyback" or use other agencies' competitively awarded contracts. Canon is proposing to "piggyback" on the master agreement with the National Integrated Purchasing Alliance (NIPA) Contract CP-002-13. Consequently, a CSB process would not be required if your Board determines

that Canon's proposal is in the County's best interest.

Canon's proposal provides a 60 month lease of 91 photocopy machines with an incremental cost per print/copy of \$0.0056 cents for black & white and \$0.045 cents for color. Based on the County-wide average monthly black & white copies of 416,974, color copies of 29,899, and leasing expenses, the total monthly cost would be approximately \$10,542.92. The proposed new pricing would save the County approximately \$5,700 annually. Canon has provided reliable machines and services over the past 5 years. Consequently, staff feels the new agreement with Canon Solutions America is in the best interest of the County.

FISCAL IMPACT: ___ None X Budgeted ___ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): The new agreement with Canon Solutions America will lower our overall expenses related to each print/copy made on County photocopy machines.

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION:

- a) Waive the formal bidding process, pursuant to Lake County Code Section 2-38.4, as the County is piggybacking on a cooperative purchasing consortium contract.
- b) Approve Agreement with Canon Solutions America providing terms and conditions for acquisition, operation and maintenance of digital copy machines and supporting products, services and supplies for a monthly lease amount of \$6,862.42 and a per copy amount of \$0.0056 (B&W) and \$0.0450 (Color); and authorize the Chair to sign; and
- c) Authorize the Purchasing Agent to execute the resulting purchase orders and/or lease agreements.