

SUBJECT

Copier Replacement and Support Services

RECOMMENDED ACTION

To authorize the President and CEO to enter into a contract with IBE Digital, to replace nine copiers and provide five years of maintenance services, for a total authorization amount not to exceed \$188,000.

BACKGROUND

In support of Long Beach Transit's (LBT) strategic priority to 'Improve Safety and Service Quality,' the agency replaces its copiers every five years to ensure staff is able to effectively replicate and/or print documents.

LBT has nine out of 11 copiers that are more than five years old and in need of replacement for Fiscal Year 2019, as the average useful life of a copier is five years.

PROCUREMENT

LBT issued a Request for Proposal (RFP) to several qualified firms. The RFP required the suppliers to provide pricing for nine new copiers, including maintenance services, toner and drum replacement, training and software upgrades for five years.

LBT received three proposals which were reviewed for qualifications of the supplier, proposed equipment and technical solutions as well as quality of work and price.

IBE Digital, located in Garden Grove, California, provided the best solutions for LBT's established specifications and was found to be responsive and responsible by LBT's Purchasing department, for all nine new copiers for a total purchase price of \$57,661.61; with an estimated annual maintenance fee of approximately \$26,000 (\$130,000 for five years). The contract includes delivery, installation and training and will be under warranty by IBE Digital for the full five years.

DBE/SBE PARTICIPATION

The Disadvantaged Business Enterprise (DBE) goal established for the solicitation was eight percent. IBE Digital met the established goal by utilizing National Relocation Services, a DBE-/SBE-certified supplier for transport and delivery of the copiers to LBT's facilities.

ALTERNATIVES CONSIDERED

Three proposals were received; and IBE Digital provided the best solutions for LBT's established specifications.

The copiers are approaching the end of their useful life and will begin to require extensive maintenance and repairs. The longer the copiers are kept past their useful life, the greater the risk of failures. Failures of the copiers would result in an adverse impact on the agency's ability to perform daily business operations.

Moreover, if the copiers fail, LBT would have to procure outside printing services, incurring additional costs.

BUDGETARY/FISCAL IMPACT

Staff is requesting LBT's Board of Directors to authorize the President and CEO to enter into a contract with IBE Digital, to replace nine copiers and provide five years of maintenance services, for a total authorization amount not to exceed \$188,000.

Funds for this contract were included in the Fiscal Year 2019 Operating Budget.



Kenneth A. McDonald
President and CEO