

MOTION NO. M2013-55

Contract for Copier Equipment and Maintenance

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:	PHONE:
Operations and Administration Committee	07/18/2013	Recommendation to Board	Jason Weiss, CIO	206-398-5293
		Final Action	Julie Payton, IT Service Desk Manager	206-398-5122

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Copiers Northwest, for copier equipment and maintenance in the amount of \$350,000, for a new total authorized contract amount not to exceed \$1,125,000.

KEY FEATURES SUMMARY

- The existing contract with Copiers Northwest for copier equipment and maintenance was awarded in 2009 and covered foreseeable growth for all five years of the contract, but did not include all costs related to future ST2 activity.
- Agency growth and ST2 activity has resulted in expansion to an additional building (at 5th Avenue South & South Jackson Street in Seattle), additional construction sites for Light Rail and Sounder, and office space for approximately 100 consulting engineers onsite in support of light rail expansion.
- The current contract will expire on August 31, 2014. The requested amount will cover the remaining portion of the contract.

BACKGROUND

A five-year contract with Copiers Northwest was approved by the Board in May 2009 in the amount of \$775,000. Installation of the equipment began in August 2009. Installation of the equipment three months after approval of the contract resulted in an amendment to the contract extending the date until August 31, 2014 which aligned with the five-year term for the leased equipment. The contract allowed for growth and flexibility in adding and/or removing equipment due to ST2 activities. However, the growth created a shortage of funds to carry Sound Transit through to August 31, 2014.

This contract provided new fleet copiers with digital multi-function (MFP) features that have resulted in overall cost savings, as well as meeting the agency sustainability objectives to reduce equipment by utilizing the full capabilities of the MFPs. Sound Transit has taken full advantage of the digital MFP features of the integrated faxing and network scanning while reducing equipment.

Significant progress was made since 2010 in reducing redundant equipment and maximizing the features of the MFPs. In January 2010 the Agency had one printing device for every three users (3:1 ratio). Current ratio is one printing device for every ten users. In June 2011, the Agency expanded operations to the 5th and Jackson building. This resulted in the need to add six additional copiers to support the growth. Continual growth of employees and consultants has resulted in a 26% increase in number of copies each year.

January 2010 - Printing Environment			June 2013 - Printing Environment		
235 - Total Printing Devices			92 - Total Printing Devices		
Type	Number of Models	Overall Quantity	Type	Number of Models	Overall Quantity
Copiers (MFP)	12	41	Copiers (MFP)	5	50
LaserJet	33	166	LaserJet	6	45
Wide Format	7	7	Wide Format	2	5
Fax Machines	10	21	Fax Machines	2	3
	Total Devices:	235		Total Devices:	103
Users		725	Users		1052
	3:1 ratio			10:1 ratio	

It is projected that nine copiers will be added throughout the remainder of this contract to meet the needs of the Agency.

FISCAL IMPACT

Summary for Board Action (Year of Expenditure \$000)

	Adopted 2013 Budget	Spent to date in 2013	Contract Expenditures 2013	Remaining 2013 Budget
Current Year Budget				
Finance and Information Technology Services				-
Consultant/Management	1,066	90	81	895
Services Total	7,527	2,180	81	5,266

Spending Plan	Prior Year(s) Spending	2013 Spending	Future Expenditures	Total
Copiers Northwest	668	81	285	1,034

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Copiers Northwest	775	-	350	1,125
Contingency	-	-	-	-
Total	775	-	350	1,125
Percent Contingency	0%	-	0%	0%

Notes:

Budget for this item is located on page 81 of the Adopted 2013 Budget, under the "Consultant/Mangement" line item within the Services category. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru May 31, 2013.

SMALL BUSINESS PARTICIPATION

Not applicable to this action. (No Small Business Participation goal established.)

EQUAL EMPLOYMENT WORKFORCE PROFILE

208 employees; 22% Women; 8% minorities.

TIME CONSTRAINTS

A one month delay would not have a significant impact on the schedule.

ENVIRONMENTAL REVIEW

JI 7/2/2013

LEGAL REVIEW

LA 12 July 2013

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract amendment with Copiers Northwest, for copier equipment and maintenance in the amount of \$350,000, for a new total authorized contract amount not to exceed \$1,125,000.

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MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract amendment with Copiers Northwest, for copier equipment and maintenance in the amount of \$350,000, for a new total authorized contract amount not to exceed \$1,125,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 18, 2013.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator