

MOTION NO. M2014-53

Contract for Copier Equipment and Maintenance

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	07/17/2014	Final Action	Brian McCartan, FIT/IT Executive Director Julie Payton, IT Service Desk Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract amendment with Copiers Northwest for copier equipment and maintenance services to extend the contract for six months and increase the contract amount by \$175,000 for a new total authorized contract amount not to exceed \$1,300,000.

KEY FEATURES SUMMARY

- Sound Transit’s current contract for copier equipment and maintenance services is near expiration and is reaching its maximum allowed contract amount. This action authorizes an increase in the contract amount to allow continued copier equipment and maintenance services and extend the contract term for an additional six months through February 2015.
- The six-month contract extension allows sufficient time for Sound Transit to issue a Request for Proposals (RFP) for an Enterprise Print Managed Services contract. The RFP has been issued, and anticipated contract award is in November 2014. This action will ensure uninterrupted service to Sound Transit.

BACKGROUND

Sound Transit awarded a contract to Copiers Northwest for copier equipment and maintenance services in 2009. The contract will expire at the end of August 2014. The amount of the contract is not sufficient to cover the remaining costs for the leased copier equipment, maintenance services, and copy charges. In addition, a contract extension for six months will allow time to complete the procurement process for a new contract.

The procurement process for an Enterprise Print Managed Services (EPMS) is currently underway. An EMPS will streamline management, minimize costs associated with printing and imaging, enhance productivity, reduce energy consumption, improve sustainability, and increase document security. The scope of the new contract will encompass the equipment lease, maintenance and service for copiers, copy center, and network printers.

FISCAL INFORMATION

The proposed action will be funded from the Finance and Information Technology (FIT) services budget. The FIT budget of \$26,872,000 includes \$8,252,000 for services and within that amount \$367,000 is specifically budgeted for copier costs. As of June 30, 2014 \$3,169,449 of the services budget has been spent and within that amount \$178,518 is for copier costs. As noted, copier services with Copiers NW is included in the 2014 budget and budget authority exists to accommodate the increase for this year. The \$58,000 in 2015 spending will be included in the 2015 budget request.

Current Year Budget	Adopted 2014 Budget	Spent to date in 2014	Contract Expenditures 2014	Remaining 2014 Budget
Finance and Information Technology Services				-
Copy Services Total	367	178	180	9
Services Total	8,252	3,169	180	4,903

Spending Plan	Prior Year(s) Spending	2014 Spending	2015 Spending	Total
Copiers Northwest	884	358	58	1,300

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Copiers Northwest	1,125	-	175	1,300
Contingency	-	-	-	-
Total	1,125	-	175	1,300
Percent Contingency	0%	-	0%	0%

Notes:

Budget for this item is located on page 86 of the Adopted 2014 Budget, under the "Services". Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru June 30, 2014.

SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Copiers Northwest is a local Seattle-based small business and will perform 100% of the work of this contract.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

Because Sound Transit's current contract with Copiers Northwest expires on August 31, 2014, a one-month delay would create a significant impact to this project.

PRIOR BOARD/COMMITTEE ACTIONS

Motion No. 2013-55: Authorized 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.

Motion No. 2009-18: Authorized the chief executive officer to execute a contract with Copiers Northwest to provide copier equipment and copier maintenance services for a total authorized contract amount not to exceed \$775,000.

ENVIRONMENTAL REVIEW

JI 6/18/2014

LEGAL REVIEW

LA 11 July 2014

MOTION NO. M2014-53

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 services to extend the contract for six months and increase the contract amount by \$175,000 for a new total authorized contract amount not to exceed \$1,300,000.

BACKGROUND:

Sound Transit awarded a contract to Copiers Northwest for copier equipment and maintenance services in 2009. The contract will expire at the end of August 2014. The amount of the contract is not sufficient to cover the remaining costs for the leased copier equipment, maintenance services, and copy charges. In addition, a contract extension for six months will allow time to complete the procurement process for a new contract. This action will ensure uninterrupted service to Sound Transit.

The procurement process for an Enterprise Print Managed Services (EPMS) is currently underway. The Request for Proposals (RFP) has been issued, and anticipated contract award is in November 2014. An EMPS will streamline management, minimize costs associated with printing and imaging, enhance productivity, reduce energy consumption, improve sustainability, and increase document security. The scope of the new contract will encompass the equipment lease, maintenance and service for copiers, copy center, and network printers.

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 services to extend the contract for six months and increase the contract amount by \$175,000 for a new total authorized contract amount not to exceed \$1,300,000.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on July 17, 2014.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator