

MOTION NO. M2015-09

Contract for Enterprise Managed Print Services

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	02/05/2015	Final Action	Brian McCartan, Executive Director of Finance and IT Julie Payton, IT Service Desk Manager

PROPOSED ACTION

Authorizes the chief executive officer to execute a five year contract with one two-year option to extend with Quality Business Systems, Inc. a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services for lease of multi-function and network printers, Copy Center services, printing equipment, desktop scanners, maintenance, software licensing and implementation for a total authorized contract amount of \$3,350,000, with a 22% contingency of \$738,730, for a total not to exceed amount of \$4,088,730.

KEY FEATURES SUMMARY

- This contract combines multiple contracts for equipment, services and other outsourced printing into a single co-terminus contract which includes the replacement of leased copiers, copy center equipment and services, end of life network printers, desktop scanners, maintenance, and management software.
- The strategy integrates sustainable business practices to improve control and costs over printing, copying, scanning, and faxing, while improving employee efficiencies, reducing costs and minimizing paper waste and strengthening the Agency’s environmental commitment.
- The Enterprise Managed Print Services contract includes all equipment, maintenance, and support, software to manage usage and costs, automated supplies and service, and Web-to-Print digital storefront for Copy Center services. Additional software and services includes PrinterOn Mobile Printing and Scan to PC Desktop software and services to support sustainable business practices.
- Project will be implemented in multiple phases:
 1. Replacement of current Multi-function Printers
 2. Replacement of current Copy Center Equipment and services
 3. Replacement of current Desktop Scanners and Network Printers
 4. Implementation of Management Software
- A protest appeal has been submitted to the Sound Transit CEO. The CEO will consider the appeal and will issue a written decision that will be final. Board approval is being requested due to the critical schedule and the products and services are needed for continued Sound Transit operations. If this motion is approved, staff will only execute the contract if the CEO denies the protest appeal.

BACKGROUND

Sound Transit currently has three separate contracts to cover Copy Center services, copier equipment and maintenance which expire on February 28, 2015. The Enterprise Managed Print Services contract with Quality Business Systems, Inc. (QBSI) and Xerox Financial Services LLC will provide additional capabilities and services to manage and maintain the overall cost of printing. This contract will consolidate multiple contracts, replacing end of life printers with new Xerox energy efficient models utilizing sophisticated print management tools to reduce waste, and providing real time reporting on costs to projects, all while increasing security and user efficiencies.

The Xerox technology that QBSI will utilize for this contract meets and/or exceeds the requirements of Sound Transit's Green Procurement and Utilization Policy with certifications from the international ENERGY STAR, EPEAT, EcoLogo and Blue Angel organizations. The Xerox ColorQube devices incorporate cartridge-free solid ink technology, eliminating excessive packaging and toner cartridges, while reducing waste in the office by 90%.

On July 8, 2014 the Agency solicited proposals for Enterprise Managed Print Services through a competitive Request of Proposals Process. Ten firms submitted proposals and were evaluated. Quality Business Systems Inc. (QBSI), a Xerox company, was determined to be firm that best meets the evaluation criteria, offered the best value and is in the best interest of Sound Transit.

The contract includes sufficient funds and equipment to support approved Sound Transit growth and projects over the next five years. The total five-year cost of the Managed Print Services contract does not include funding for ST3 if approved.

FISCAL INFORMATION

The proposed action will be funded from the Finance and Information Technology (FIT) budget. The 2015 FIT services budget of \$9,192,000 includes \$1,465,000 for consultant/management services, the non-equipment portion of this contract is funded here. This contract will also be funded from the FIT Leases and rentals budget of \$187,000. The 2015 budget is sufficient to cover estimated spending for 2015. Budget for future years will be requested in future budgets.

Finance and Information Technology Budget	2015 Budget	Spent to date in 2015	Contract Expenditures 2015	Remaining 2015 Budget
Services: Consultant/Management	1,465	145	373	947
Services Total	9,192	223	373	8,596
Leases and Rentals: Furniture/Equipment	186	20	145	21
Rental and Leases Total	187	20	145	22
Total for the Proposed Action	9,379	243	518	8,618

Contract Spending Plan	Prior Year(s) Spending	Expected 2015 Spending	Future Expenditures	Total
Quality Business Systems, Inc	-	518	3,571	4,089

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Quality Business Systems, Inc	-	-	3,350	3,350
Contingency	-	-	739	739
Total	-	-	4,089	4,089
Percent Contingency	-	-	22%	22%

Notes:
 Budget for this item is located on page 87 of the 2015 Proposed Budget. Budget for future years will be requested in future budgets. Year to date spending reflects expenses thru January 16, 2015.

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.

Sound Transit determined that Small Business and DBE subcontracting opportunities are infeasible or improbable based upon the work described in this contract, so Small Business/DBE goals were not established or required.

TIME CONSTRAINTS

A one month delay would create a significant impact to the project with current contracts expiring on February 28, 2015.

ENVIRONMENTAL REVIEW

JI 1/15/2015

LEGAL REVIEW

LA 30 January 2015

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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 five year contract with one two-year option to extend with Quality Business Systems, Inc. a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services for lease of multi-function and network printers, Copy Center services, printing equipment, desktop scanners, maintenance, software licensing and implementation for a total authorized contract amount of \$3,350,000, with a 22% contingency of \$738,730, for a total not to exceed amount of \$4,088,730.

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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 execute a five year contract with one two-year option to extend with Quality Business Systems, Inc. a Xerox Company, and Xerox Financial Services LLC, to provide Enterprise Managed Print Services for lease of multi-function and network printers, Copy Center services, printing equipment, desktop scanners, maintenance, software licensing and implementation for a total authorized contract amount of \$3,350,000, with a 22% contingency of \$738,730, for a total not to exceed amount of \$4,088,730.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on February 5, 2015.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Acting Board Administrator