

**REPORT FROM EVALUATION COMMITTEE  
REQUEST FOR PROPOSAL FOR  
REQUIREMENTS CONTRACT FOR CITYWIDE COPIER LEASE PROGRAM  
REQUEST FOR PROPOSAL NO. 9592**

**November 19, 2021**

**COMMITTEE MEMBERS:**

Kim Jackson, Administrative Manager, Information Services Department  
Rachel Archer, Management Analyst II, Information Services Department  
Sarah Beye, Sr. Management Analyst, Information Services Department  
Jackie Larkin, Management Analyst II, Information Services Department  
Zachary Serrano, Cybersecurity Manager, Information Services Department  
Sonny Kavoian, Network Supervisor, Information Services Department  
Robin Small, Sr Network Systems Specialist, Information Services Department  
Mark Stevens, Computer Systems Specialist II, Information Services Department  
Briana Parra, Assistant City Clerk, City Clerk's Office  
Janelle Musick, Graphics Technician, Graphic Reproduction Services  
Jonathan Medina, Procurement Specialist, Purchasing, Finance Department Facilitator

**BACKGROUND:**

The goal of this Request for Proposal (RFP) was to solicit proposals from qualified vendors to provide, maintain, service, and support copier/multifunctional devices (MFDS) for all City Divisions as well as production quality copiers with a variety of finishing capabilities for the Central Printing Division. This proposal included that the proposer supply toner, e-fax, and finishing capabilities.

Five proposals were downloaded from the City's Planet Bid site and opened and recorded on September 28, 2021. This proposal would be for a five (5) year contract with four (4) possible one (1) year extensions at the City's discretion based upon performance and adherence to contract requirements.

**EVALUATION BY COMMITTEE:**

Ray Morgan Company

This proposer had the second highest proposal pricing at \$378,448.00 base price. They also offered alternate pricing which came in at \$386,500.00, which would allow for a fixed billing option with no overage flat billing rate which enables departments to accurately budget for their variable copy costs. Ray Morgan is the City's current copier provider and has a history of other successful large deployments including Fresno State and Fresno Pacific University. They are located in Fresno and the committee members have experience with Ray Morgan Company due to the fact that they are the current copier provider for the City. Their service and responsiveness have been excellent. They also stood out in that they offer the best Copy Center equipment of the RFPs received and they also offer \$15,000 toward the purchase of a Copy Center workflow software. Ray Morgan supplied an excellent proposal.

American Business Machines (ABM)

American Business Machines has high quality resources to meet the needs of the contract and has a history of successful large deployments with Visalia Unified, Central Unified, and the Fresno Housing Authority. They would also supply the City with Canon copiers which would reduce training time. ABM had a suitable amount of technical service experience. They are located in Fresno, and this proposer offered the highest proposal, which came in at \$435,513.60.

Konica Minolta

This proposer did not provide pricing but rather stated that "Final quote with exact configuration and statement of work will require additional discovery when the bid is awarded." This proposer also did not submit a Statement of Qualification & Experience.

MRC Smart Technology Solutions

This proposer had the lowest proposal pricing at \$228,619.40 but the prices listed did not match with the pricing described in the attached pricing sheets with different costs per copy listed by machine. The committee did not feel that they had a complete view of the actual pricing because of this discrepancy. The Copy Center also felt that the production equipment provided was not as robust for their needs as what some of the other vendors proposed.

Pacific Office Automation

This proposer had the third highest proposal pricing at \$319,848.20. They are not a local company and while they provide a single point of contact, the contact is not local. The vendor also specifies that they consider any equipment with up to 5,000 copies new equipment and the RFP specified that all new equipment be provided with new contract. There were no specifics in the RFP about support for the Copy Center and the response stated that "generally support is provided by POA directly" however they may outsource as needed. They also did not submit Corporation documents for verification of the signature page, which was required.

**RECOMMENDATION**

The Committee unanimously agreed that Ray Morgan Company would be the best fit for the City's needs and recommends that Council approve and award Ray Morgan Company a five (5) year contract at \$386,500.00 per year, based upon current fleet and current copy clicks, with four (4) possible one (1) year extensions at the City's discretion based upon performance and adherence to contract requirements.