



## Legislation Details (With Text)

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**Title:** Award a Requirements Contract for Citywide Copier Lease Program in the amount of \$386,500.00 per year for five years with an option for four one-year extensions to Ray Morgan Company, of Fresno, CA, Bid File No. 9592.

**Sponsors:** Information Services Department

**Indexes:**

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**Attachments:** 1. Committee Evaluation Report, 2. RFP #9592 Evaluation Form

Date	Ver.	Action By	Action	Result
12/2/2021	1	City Council	adopted	Pass

## REPORT TO THE CITY COUNCIL

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## SUBJECT

Award a Requirements Contract for Citywide Copier Lease Program in the amount of \$386,500.00 per year for five years with an option for four one-year extensions to Ray Morgan Company, of Fresno, CA, Bid File No. 9592.

## RECOMMENDATION

Staff recommends the City Council approve an agreement with Ray Morgan Company in the amount of \$386,500.00 per year for 5 years with an option for four one-year extensions at the City of Fresno's (City) discretion based upon performance and adherence to contract requirements. This agreement would be 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.

## EXECUTIVE SUMMARY

On August 30, 2021, the City released a Request for Proposals (RFP #9592) requesting proposals for a Requirements Contract for Citywide Copier Lease Program. The RFP received 5 responses and an evaluation committee comprised of different specialties from both Information Services and the City Clerk's department unanimously recommends that Ray Morgan Company be awarded the contract for \$386,500.00 annually. Funding for this contract is available within the adopted FY22 budget and the new contract would begin January 1, 2022.

## **BACKGROUND**

The City's previous copier contract was awarded to Ray Morgan on March 1, 2016, for three (3) years with an option for two (2) one (1) year extensions. The contract was in place until July 2021 when the City entered a one (1) 6-month extension while finishing the RFP process, expiring on December 31, 2021.

The committee sought to do its due diligence and get superior features, service, and products for the City at a reasonable cost. With technology advancements since the last Copier RFP, the Information Services Department and the City Clerk's office decided to go out for a Request for Information (RFI) in preparation for the RFP. RFI (#122120RA) was posted on December 24, 2020, and the City received 8 responses: American Business Machines, California Business Machines, CalTronics, Pacific Office Automation, Perfect Output, Ray Morgan, Ricoh and Zoom.

After reviewing the information received in the RFIs, the RFP Committee met to discuss what specifications should be requested in the RFP. The committee also worked in committee subgroups (Copy Center, network, desktop, administrative personnel, and cybersecurity) to get specific requirements from each discipline so that those specifications would be included in the RFP.

On August 30, 2021, the committee released RFP (#9592) for Requirements Contract for Citywide Copier Lease Program. When the RFP closed on September 28, 2021, it received a total of 5 responses. Respondents were American Business Machines, Konica Minolta Business Solutions, MRC Smart Technology Solutions, Pacific Office Automation, and Ray Morgan Company.

Upon the committee's reviews and discussions of the submissions, on October 21, 2021, Ray Morgan was unanimously selected as the vendor of choice. Ray Morgan's contract performance and service and support responsiveness has been excellent. The committee believes that they have the experience and past performance to provide the best value to the City.

Additionally, Ray Morgan also provided the best fit for the Copy Center's needs with the machines provided in their proposal. They are also offering \$15,000 toward a web submission software which will allow tracking of jobs from start to finish.

After a thorough review, the committee decided that Ray Morgan provides the best value, quality, and service of all the proposals.

## **ENVIRONMENTAL FINDINGS**

The approval of this agreement is not a project for the purposes of the California Environmental Quality Act.

## **LOCAL PREFERENCE**

Local preference was implemented, and Ray Morgan Company is a vendor within the City of Fresno.

### **FISCAL IMPACT**

Funding is available in the Information Services Department's (ISD) Systems Acquisition and Maintenance (SAM) Fund, where the current copier contract is paid from.

#### **Attachments:**

Committee Evaluation Report  
RFP #9592 Evaluation Form