

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of July 20, 2010

ITEM # 28

ITEM TITLE:

Consider Approval to Award Bid No. 09-10/27, Multifunction Copiers Lease for Laney College, to Sharp Business Systems, in the Net Amount of \$126,470.72

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to award Bid No. 09-10/27 for Multifunction Copiers Lease for Laney College, to Sharp Business Systems, in the net amount of \$126,470.72.

ITEM SUMMARY:

A formal bid was conducted for the trade-in and lease of nine (9) new multifunction copiers for Laney College. The nine copiers put out to bid were to replace current copiers which have been in use for five years and are no longer functioning at the capacity level required by Laney staff. The current copiers were under a municipal lease which expired on June 30, 2010. Under the lease terms, at the end of the lease period the District automatically takes possession of the copiers for \$1 each, and will be trading them in to offset the cost of leasing the new nine multifunction copiers. The District, in cooperation with Laney staff, established minimum standards for the new copiers to be leased.

The District conducted a formal bid for this project. The bid was publically advertised it in four (4) newspapers of general circulation and ethnic publications reflecting the diversity of the market area. The bid was advertised and seventeen (17) companies were directly solicited. Bids were due on June 17, 2010, and eleven (11) bids were received, as follows:

Vendor and Location	Base Bid	Trade-in Value	Total Cost
Sharp Business Systems, Pleasanton, CA	\$137,870.72	\$11,400.00	\$126,470.72
KBA Docusys, Union City, CA	\$136,264.32	\$2,250.00	\$134,014.32
Ricoh Americas Corporation, San Ramon, CA	\$139,560.08	\$0.00	\$139,560.08
Toshiba Business Systems, Hayward, CA	\$147,008.08	\$550.00	\$146,458.40
Rabbit Office Automation, Sunnyvale, CA	\$150,042.48	\$0.00	\$150,042.48
Canon Business Solutions, Dublin, CA	\$160,098.16	\$1,500.00	\$158,598.16
Schoon Corporation, San Leandro, CA	\$165,716.00	\$9.00	\$165,707.00
Pacific Office Automation, Alameda, CA	\$169,932.00	\$1,800.00	\$168,132.00
Konica Minolta, Alameda, CA	\$188,169.44	\$0.00	\$188,169.44
Oce North America, San Francisco, CA	\$232,487.04	\$0.00	\$232,487.04
Atlantic Office Automation, Oakland, CA	\$259,038.54	\$900.00	\$258,138.54

It is recommended that a purchase order be issued to Sharp Business Systems, whose proposed new copiers met all the minimum standards, and who provided the lowest responsive and responsible bid, factoring in the deductions for the trade-in values of the copiers.

BACKGROUND/ANALYSIS:

The new leases are a Fair Market Value (FMV) lease, which means that after the four years they revert back to the leaser and, if the College desires, it can purchase them at the FMV at that time. The reason the District chose a FMV lease over a Municipal lease is that the lease payments are cheaper, and typically the District copiers are ready to be replaced after four years. By leasing the nine new, multifunction copiers over a four-year period for Laney College, we will ensure that the departments receiving the equipment will be efficiently supported in their work. The new multifunction copiers will increase productivity and allow Laney College to strengthen the delivery of learning resources and basic skills services to students.

ALTERNATIVES/OPTIONS:

None.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended to award Bid No. 09-10/27 for Multifunction Copiers Lease for Laney

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Laney General Funds.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS:

To address the recently privacy and security concerns regarding the stored images on a copier's hard drive, as a condition of the formal bid the District required each new copier to come with a Disk Sanitization feature to allow the District to delete/erase any stored image on the copier's hard drive. Also as a condition of the bid, the District required the new vendor to provide a certification that the existing nine trade-in copiers' hard drives will be scrubbed cleaned by the vendor before they are sold or redeployed. If the vendor is unable or unwilling to provide this certification, the vendor must then remove the hard drives and forward them to the District to be destroyed.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

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PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikharo Date: July 13, 10
Dr. Sadiq B. Ikharo
Vice Chancellor for General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: July 13, 10
Dr. Sadiq B. Ikharo
Vice Chancellor for General Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: _____ Date: _____
For Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

^{TN}
 Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Wise E. Allen Date: 7/15/10
Wise E. Allen, Chancellor