

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 14, 2011

ITEM #10

ITEM TITLE: Multifunction Copiers Lease for College of Alameda

SPECIFIC BOARD ACTION REQUESTED: Approval to Award Bid No. 10-11/30, Multifunction Copiers Lease for College of Alameda, to Ricoh Americas Corporation, in the amount of \$114,793.44.

ITEM SUMMARY: A formal bid was conducted for the lease of three (3) new multifunction copiers for the College of Alameda. The three (3) copiers were formally bid to replace the College's existing copiers which have exceeded the five (5) year lease agreement and are no longer functioning at a level required by the Alameda Staff. Two of the copiers will replace the high output copiers in the copy center, and the third copier will replace the existing copier in the business office. The existing copiers are on a month to month Term Rental agreement and will be removed once the new copiers are installed. The District in cooperation with the Alameda staff, established minimum standards for the three (3) new copiers and conducted a formal bid. The District received four (4) formal bids, and recommends a Purchase Order be issued to Ricoh Americas Corporation, whose proposed new copiers are in compliance with the District's minimum standards, and is the lowest, responsive, and responsible bidder.

BACKGROUND/ANALYSIS:

The District conducted a formal bid for this project and publically advertised it in newspapers of general circulation. In addition to the public advertisement process, the District solicited seventeen (17) firms for this bid. Bids were due at 2:00 PM on Tuesday, May 3, 2011. A total of four (4) bids were submitted as follows:

Vendor Name	Total Four (4) Year- Lease Cost
RICOH	\$114,793.44
CANON	\$128,108.64
PACIFIC OFFICE AUTOMATION	\$130,080.00
OCE'	\$159,936.96

The new leases are Fair Market Value (FMV) leases which means after the four years the copiers will revert back to the leaser and if the College desires, it can then purchase them at the FMV. The Fair Market Value lease payments are cheaper and typically the District copiers are ready to be replaced after four years. As a requirement of the bid, the bidders were asked to quote the residual value of the machines on the Bid Form (which is not included in the above figures), just in case the District decides to purchase the copier at the end of the lease. (The College has no intention of purchasing the copiers at the end of the lease, so the residual values are not noted in this board write-up, but Ricoh's bid had the lowest residual value.

ALTERNATIVES/OPTIONS:

None.

EVALUATION AND RECOMMENDED ACTION:

Recommend issuing a Purchase Order to the lowest, responsive, responsible bidder, Ricoh Americas Corporation, in the net amount of \$114,793.44.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Funds.

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

YES _____ No X

COMMENTS: To address the 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 images on the copier's hard drive.

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.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: [Signature] Date: 6/9/11
RONALD GERHARD, Vice Chancellor for Finance and Administration

DOCUMENT PRESENTED BY:

Prepared by: [Signature] Date: 6/9/11
RONALD GERHARD, Vice Chancellor for Finance and Administration

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: [Signature] Date: 6/9/11
RONALD GERHARD, Vice Chancellor for Finance and Administration

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

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: [Signature] Date: 6/9/11
Wise E. Allen, Chancellor