

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 28, 2012

ITEM #22

ITEM TITLE: Multifunction Color Copiers Lease for Peralta Community College District

SPECIFIC BOARD ACTION REQUESTED: Approval to Award Bid No. 11-12/13, Multifunction Color Copiers Lease for Peralta Community College, to Ricoh Business solutions, in the amount of \$88,083.24.

ITEM SUMMARY: A formal bid was conducted for the lease of five (5) new multifunction color copiers for Peralta Community College District. The five (5) copiers put out to bid were to replace current copiers which have been in use for five (5) years or more years and are no longer functioning at a level required by Peralta Staff. The District established minimum standards for the new copiers up for bidding. The District received six (6) formal bids from responsive and responsible bidders, and recommends that the bid be awarded to Ricoh Business Solutions, who was the lowest, responsive and responsible bidder.

BACKGROUND/ANALYSIS: By leasing the five (5) new, multifunction copiers over a four (4) year period for Peralta Community College District, 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 Peralta staff to strengthen the delivery of learning resources and basic skills services to students.

The District conducted a formal bid for this project and publically advertised it in three (3) newspapers of general circulation and ethnic publications reflecting the diversity of the market area. The District directly solicited seventeen (17) firms for this bid. Bids were due at 11:00 AM on December 20, 2010. A total of six (6) firms deemed responsive and responsible submitted bids as follows:

Vendor and Location	Total Cost
Ricoh Business Solutions, San Ramon, CA	\$88,083.24
The Swenson Group, Pleasanton, CA	\$89,656.96
Konica Minolta, Alameda, CA	\$93,056.32
Toshiba Business Systems, San Ramon, CA	\$97,011.08
Oce North America, San Francisco, CA	\$107,767.74
Canon Business Solutions, Dublin, CA	\$112,688.48

DELIVERABLES/SCOPE OF WORK:

ANTICIPATED COMPLETION DATE:

ALTERNATIVES/OPTIONS:

None.

EVALUATION AND RECOMMENDED ACTION:

Recommend issuing a Purchase Order to the lowest, responsive, responsible bidder, Ricoh Business Solutions, in the amount of \$88,083.24.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Unrestricted and Restricted General Funds.

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

YES _____ NO X

COMMENTS: NONE

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

Vice Chancellor Gerhard.

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: *Ronald Gerhard*
Ronald Gerhard, Chief Financial Officer

Date: 2/15/2012

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Ronald Gerhard* Date: 2/15/2012
Ronald Gerhard, Chief Financial Officer

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: *Ronald Gerhard*
Ronald Gerhard, Chief Financial Officer

Date: 2/15/2012

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: _____
Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *Wise E. Allen*
Wise E. Allen, Chancellor

Date: 2-21-12