

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of July 14, 2015**

**ITEM TITLE:**

Request to approve and award resolution 14-15/29, to award a 48-Month Lease Agreement for District Wide Multifunction Copiers Lease (RFP No. 14-15/29) to Caltronics Business Systems, in the amount of \$227,329.92 on an as-needed basis.

**SPECIFIC BOARD ACTION REQUESTED:**

Authorization and approval to award a 48-Month Lease Agreement to Caltronics Business Systems in the amount of \$227, 329.92 to lease copiers which includes maintenance and services for Peralta’s Four Colleges and the District Office on an as-needed basis.

**ITEM SUMMARY:**

In an effort to streamline and standardize purchasing processes and provide the “best” value-added services, the District sought out qualified copier vendors to submit bids via the Request for Proposal (RFP No. 14-15/29) process for a District Wide Multifunction Copier Lease on an as needed basis. Whereas, the California Public Contract Code Section 20651.7 (b) provides the governing board of any community college district may award a contract utilizing “best value” that provides the most advantageous balance of price, quality, service, performance, and other elements, achieved in accordance to Section 20651.7 and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle cost, overall sustainability, and required services.

A total of ten (10) vendors responded to the RFP. A panel consisting of six employees from the four Colleges and the District Office was convened to evaluate the proposals based on their submitted responses to References, Resources and Key Personnel, Knowledge and Experience, Plans and Approach; Proposes Costs and Commission Fees; Environmentally Sustainability and Equipment Demonstrations. The RFP summary results are below:

VENDORS	ANNUAL BID PRICE	AVERAGE SCORE
Canon Solutions America	Canon - \$47,052.48	122
Sharp Business System	Sharp - \$81,456.00	121
Ricoh Business Solutions	Ricoh - \$195,696.00	111
Caltronics	Konica Minolta - \$56,832.48	107
RMC - Ray Morgan Company	Canon/Samsung - \$73,037.76 Canon - \$77,267.30	98
Shamrock Office Solutions	Ricoh 1 - \$95,431.68 Ricoh 2 - \$120,074.40	96
KBA Docusys, Inc.	Kyocera - \$71,493.60 Canon - \$83,736.00 Canon - \$96,216.00	94
Zoom Imaging Solutions	Toshiba - \$71,220.48	90
MRC Smart Technology Solutions	Xerox - 86,400.00	86
Pacific Office Automation	Canon - \$80,592.00 Sharp- \$70,800.00 Konica \$77,328.00	79

However, based on the results of the written criteria, the four (4) highest ranked vendors held equipment demonstration at their

respective sites for the panel to assess the copier functionality, compatibility and feasibility of each copier as it related to the needs of the District. Of the four vendors, Caltronics Business System copiers provided the highest copying speed, greatest production performance, life-cycle costs, durability, functionality and overall costs. Their copiers proved to be made of durable metal materials which improve the life-span of the equipment and limit the need for excessive down-time and repair costs. Of the four highest rank vendors, Caltronics Business Systems provides the “best value” as it relates to balance of price, quality, service and performance.

Further, Caltronics Business Systems has an excellent reputation in the higher education community, maintains a firm business commitment, great customer service and an excellent program for giving back to the local Community.

Therefore, the panel recommends the award of the 48 month lease agreement in the amount of \$227, 329.92 to Caltronics Business Systems as it relates to the lowest responsive bidder in response to the “best value” methodology in accordance to the California Public Contract Code, Section 20651.5

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

N/A

**BACKGROUND/ANALYSIS:**

A total of ten vendors responded to the Request for Proposal. However, based on the results of the written criteria, the four (4) highest ranked vendors held equipment demonstration at their respective sites for the panel to assess their respective copiers, based on feasibility, functionality, compatibility and life-span of the equipment. Of the four highest rank vendors, Caltronics Business System provided the “best value” in overall costs. Although, Canon Solutions was the lowest bidder relative to price, the vendor failed to meet the meet the District’s requirements as it relates to performance, functionality, compatibility and service. Albeit, Caltronics is the second lowest bidder, the results of the “live” demonstrations proved that the Caltronics copiers (Konica-Minolta), provides the highest copying speed and the greatest production performance. The copiers are made of the highest durable metals which improves the life-span and longevity of each copier. Not to mention, the two (2) hour response time in case of emergencies, and loan program in case of a copier breakdown above a certified technician repair. Caltronics Business Systems has the experience and expertise to provide efficient and quality performance copiers to PCCD and have done so in the past.

Whereby the Chancellor of Peralta Community College District, in an effort to standardize and streamline purchasing processes and provide an effective high quality copy/print/scan functions as it relates to “best value” District wide, sought to establish a competent bidder to provide lease and maintenance services of several multifunction copiers to the four colleges and district on an as –needed basis.

The chancellor recommends approval.

**DELIVERABLES AND SCOPE OF WORK:**

**ANTICIPATED COMPLETION DATE:**

AUGUST 30, 2019

**ALTERNATIVES/OPTIONS:**

N/A

**EVALUATION AND RECOMMENDED ACTION:**

Recommend approval of Caltronics Business Systems to lease and maintain copiers District-Wide on an as-needed basis.

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

YES \_\_\_\_\_ NO     X    

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR, SUSAN RINNE)**

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

**DOCUMENT PREPARED BY:**

Prepared by: Marie Hampton, Director of Purchasing Services  
[Marie Hampton, Director of Purchasing Services]

Date: July 1, 2015

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Susan Rinne, Vice Chancellor for Finance Date: July 1, 2015  
[Susan Rinne, Vice-Chancellor of 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: Susan Rinne  
Susan Rinne, Interim 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: \_\_\_\_\_  
Nitasha Sawhney, Acting General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Jowel Laguerre  
Dr. Jowell C. Laguerre, Chancellor