

**M** Management Committee  
For the Metropolitan Council meeting of September 14, 2011

**ADVISORY INFORMATION**

**Date Prepared:** September 7, 2011

**Subject:** Copier equipment purchase and maintenance agreement

**Proposed Action:**

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute an agreement to purchase multi-function devices (MFD) and maintenance agreement for a 5 year period with Toshiba in an amount not to exceed \$700,000. This amount includes purchase price, maintenance, copier costs and support.

**Summary of Committee Discussion / Questions:**

Pancho Henderson, IS Manager and Dave Hinrichs, CIO appeared before the Committee. Pancho summarized the history of the current copier agreement with Loffler which is expiring. A competitive request for proposals was conducted and an evaluation team evaluated seven vendor proposals for equipment, cost and the advantages of leasing versus purchasing. The team selected the proposal from Toshiba Business Solutions to be the most advantageous to the Council. This proposal updates our copier technology while providing aggressive pricing of approximately 7% below what the State of Minnesota is paying for the same equipment.

Committee members had no questions and the proposal received unanimous approval.

## Management Committee

Meeting date: August 24, 2011

### ADVISORY INFORMATION

<b>Date:</b>	<b>August 17, 2011</b>
<b>Subject:</b>	<b>Copier equipment purchase and maintenance agreement</b>
<b>District(s), Member(s):</b>	<b>All</b>
<b>Policy/Legal Reference:</b>	<b>Council Policy 3-3 Expenditures – Procurement of Goods and Services Over \$250,000</b>
<b>Staff Prepared/Presented:</b>	<b>Dave Hinrichs, CIO 651-602-1443 Pancho Henderson, Manager II 651-602-1627</b>
<b>Division/Department:</b>	<b>Regional Administration, Information Services</b>

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute an agreement to purchase multi-function devices (MFD) and a maintenance agreement for a 5 year period with Toshiba in an amount not to exceed \$700,000. This amount includes purchase price, maintenance, copier costs and support.

### Background

A competitive Request for Proposals was conducted and covered both the leasing and purchasing options. Seven vendors responded to the Request for Proposal. Evaluation considered purchase versus lease cost, cost of copies, value of machines at the end of contract (with lease/purchase), maintenance, response time for support, training, transition, and physically went out and evaluated the machines currently installed at an outside vendor. The Evaluation Panel determined the proposal from Toshiba Business Solutions, Inc. to be the most advantages to the Council. Our current 48 month lease agreement expires August 31, 2011.

### Rationale

MFDs are widely used throughout the Council and are an integral part of the business process internally as well as in our communication with other entities.

Based on financial evaluation and comparisons of the cost for both options, the Evaluation panel determined purchasing was more advantageous to the Council.

### Funding

Funding for this purchase is included in the operating budget.

### Known Support / Opposition

There is no known opposition.