

M Management Committee

Meeting date: June 27, 2007

ADVISORY INFORMATION

Date:	June 20, 2007
Subject:	Copier equipment agreement
District(s), Member(s):	All
Policy/Legal Reference:	Council Policy 3-3 Expenditures – Procurement of Goods and Services Over \$250,000
Staff Prepared/Presented:	Dave Hinrichs, CIO, 651-602-1443 Pancho Henderson, Supervisor, Enterprise Technology, 602-1627
Division/Department:	Regional Administration, Information Services

Proposed Action/Motion

That the Metropolitan Council authorize the Regional Administrator to enter into a 48-month copier equipment contract with Loffler Companies, Inc.

Issue(s)

- Procurements of Goods and Services for amounts exceeding \$250,000 require Council approval.
- The Council's existing copier lease arrangement with IKON Office Solutions, Inc. expires July 31, 2007.
- Staff has documented increased service call volumes related to aging equipment.

Overview and Funding

The Council periodically does a competitive process to procure goods and services. As the expiration of our three-year contract for copier services approached, staff looked to the State of Minnesota's Joint Purchasing Agreement (JPA) for renewal options. Canon copiers are integrated into the Council's network for printing, and staff concluded that we should continue with this standard. Two JPA vendors met the Council's requirements and staff negotiated with these vendors to receive pricing better than State Contract pricing.

Staff is recommending that the Council contract with Loffler, Inc. who had the best proposal based on price, better response time and compliance with the Council's customized electronic billing requirements. This contract will facilitate copier standardization across the Council as well as reduce copier costs. In addition, since new copier technology has integrated printing and scanning capabilities we will be able to simplify the interface with the document management system.

The total (not to exceed) cost of this contract is \$983,000 over 48 months (\$245,750 annually) and funds are available in the Council's budgets for this cost. This contract amount is based on leasing equipment to meet the copier needs of the entire Council. However, as a result of federal funding guidelines, the Metro Transit Division has historically purchased rather than leased copiers and is currently evaluating the leasing alternative in relation to funding requirements. Depending on the conclusion of this analysis, the full amount of this contract may not be executed.