

**CHATHAM COUNTY
BOARD OF COMMISSIONERS
AGENDA ABSTRACT**

ITEM NUMBER:
MEETING DATE:
01/17/2008

PART A

Subject: Consideration of a request to award Cost per Copy contract
Action Requested: Motion to approve the request to award the Cost per Copy contract to Toshiba Business Solutions
Attachments: A. Tabulation and evaluation on responding vendors

Submitted By:

Robin S. James, CLGPO Date

Vicki S. McConnell, Finance Officer Date

County Manager Review:

Charlie Horne, County Manager

Date

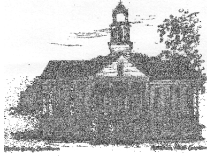
This abstract requires review by:

County Attorney _____
Date Reviewed

Finance Officer _____
Date Reviewed

Budget Officer _____
Date Reviewed

PART B



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Introduction and Background:

The County entered a Cost per Copy contract with Pleasant Office Systems in February 2003. In October 2005, Pleasant Office Systems sold out to Imaging Supplies, our current vendor.

The original bid rate by Pleasant Office Systems was .025 cent. However, in the negotiation phase a monthly discount of 33,333 copies was guaranteed the County for the five year life of the contract. The discount was extended due to the previous five year overpayment in unused guaranteed copy counts. The result has been a variable monthly Cost per Copy count extended to departments in the range of .021 to .022 per page.

With the term of the current contract being five years, the term will end January 31, 2008. Imaging Supplies has agreed to leave the machines in place until we have a new signed agreement and equipment in place.



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Discussion & Analysis:

The County began the process with an informative copier expo of vendors. The County invited eight vendors to show their equipment. Seven of the vendors participated. One purpose of the expo was to acquaint the County with the features of the copiers in the current market and determine the specs for the County's Request for Proposals.

The Request for Proposals was solicited and six vendors submitted bids. The bids were evaluated on a number of items including vendor performance, vendor service, ability of the vendor to meet the County's ongoing and changing needs, overall response to the proposal and the cost. The County followed the bid submittals with interviews of five copier vendors. After completion of the interviews, County staff visited three vendors on-site to get a more detailed demonstration of the equipment proposed. Finally, the County asked two vendors to provide copiers in different County departments for testing. The highest user department, Cooperative Extension, tested the lowest price vendor. Staff from the Cooperative Extension state the equipment is easy to use and meets their needs.

The two vendors tested on site were:

Toshiba Office Solution	.02489 B&W
51 machines quoted	.075 color
Commercial Equipment Inc	.03649 B&W
47 machines quoted	.06853 color

The Milner Company, with a bid of .026 B&W and .045 color, was visited on-site. The on-site demonstration fell short of a complete testing. The machines were **not** set up, networked and ready for our testing. The evaluation team does not recommend pursuing this vendor for the contract.

With color copying available in the new contract, the County would like to recommend adding some tracking software and hardware to the copy machines. This technology would support document management in the ability to track department and user level for all documents to all devices. The technology would also allow the user to retrieve their documents from different machines on the network. While the option to print in color has become a need for various programs in the County, the County will need to monitor the new feature and manage use and budgets appropriately.

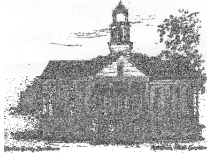
Toshiba Office Solution has agreed to offer the option at cost to the County and will recover the payment over the life of the contract. The cost increase will be .00314 per copy for an estimated 13,000,000 copies. The increase will be removed should the additional cost be met before the five years is up. The cost per copy with the technology would be .02803 b&w and .07814 color. The County will retain the Equitrac product at the end of the contract.

Budgetary Impact:

The departments were advised by email in March 2007 to plan for an increase, possibly as much as 1 ½ cent, in this year's new contract. The department budgets should be sufficient for the remaining four months of this fiscal year.

Recommendation:

To make a motion to approve the request to award the Cost per Copy contract to Toshiba Business Solutions with the addition of the Equitrac software and hardware.



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Suggested Motion:

Motion to approve the request to award the Cost per Copy contract to Toshiba Business Solutions with the addition of the Equitrac software and hardware.