



Agenda Item Number: 2009-6-6D

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: June 23, 2009

Department: County Manager/Purchasing **Staff Contact:** Paul Roybal, CIO IT
Lisa Sedillo-White, Purchasing
Director

TITLE: Multifunction Copy Machines (RFP# 17-09-CS)

ACTION: Motion to:

1. Award RFP #17-09-CS as a Multi-award to Xerox Corporation and IKON Office Solutions to provide Multifunction Copy Machines and Maintenance Support to Bernalillo County.
2. Authorize the County Manager to execute Agreements with Xerox Corporation and IKON Office Solutions to provide Multifunction Copy Machines and Maintenance to Bernalillo County.

SUMMARY:

A Request for Proposal, RFP 17-09-CS, for Multifunction Copy Machines and Maintenance was published on March 22, 2009 with an amended closing date of April 23, 2009. Approval of this multi-award contract will reduce the costs associated with leasing and maintenance of copiers by the County. The award will also standardize the types of copy machines used throughout the County.

Eight (8) responsive and responsible proposals were received on behalf of RFP# 17-09-CS. The Evaluation Committee evaluated proposals and recommends award to the two (2) highest ranked offerors from IKON Office Solutions and Xerox Corporation. Staff also recommends authorizing the County Manager to execute the Agreements.

FISCAL IMPACT

Funding for copiers and maintenance is available within the various County department FY10 budgets.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

The Purchasing and Information Technology Departments collaborated in drafting the scope for this RFP to ensure that the majority of the County's reprographic needs will be met. I recommend Board approval. TL 6/16/09

LEGAL

Approved as to form. The Legal Department will review the Agreements prior to execution by the County Manager. JSL. 6/15/09

FINANCE

- Budget** Approval of this agenda item will allow the County Manager to execute contracts with Xerox and IKON Office Solutions to provide Multifunction Copy Machines and Maintenance support to Bernalillo County. This will allow the County to centralize these services and save in related costs. Mario Ruiz, Financial Services Administrator I 06/15/09
- Purchasing** Proper purchasing procedures were followed in the solicitation and evaluation of proposals received on behalf of RFP# 17-09-CS. Colin Spencer, Senior Buyer 06/08/2009
- Contracts** Contract Control Numbers will be issued upon receipt of executed Agreements. Lisa Sedillo-White, Purchasing Director 6/15/09
- Risk Management** The vendor shall provide a certificate of insurance naming the County as an additional insured with the like kinds and amounts of insurance referenced in Section 13 of the RFP. David A. Baca, Risk Management Director 6/15/09

ELECTED OFFICIAL/OTHERS

CIO for Information Technology

Approval of this agenda item will allow for I.T. to centrally manage a standardized set of hardware and software for county wide Multi Function devices, thus reducing costs for the support of the devices. Cody Stinson, Deputy CIO, 6/15/09.