

OCT 11 1994

Darren E. Dorff
EXECUTIVE SECRETARY

7-6

September 27, 1994

To: Board of Directors (Engineering Committee--Action)

From: General Manager

Subject: Award of Contract to Lanier Worldwide, Inc., to Lease 114 Copiers at a Total Estimated Annual Cost of \$306,666.60, plus Applicable Sales Tax

RECOMMENDATION:

That the General Manager be authorized to enter into a one-year contract with Lanier Worldwide, Inc., commencing October 1, 1994, to lease 114 copiers at a total estimated annual cost of \$306,666.60, plus applicable sales tax, with the option to extend the lease for two additional one-year periods, subject to the contract being in form approved by the General Counsel; and further, upon execution of the contract, authorize the General Manager to reject all other bids received.

BRIEF DESCRIPTION

Bid No. SO-265, for the lease of copier equipment, was advertised on July 21, 1994, with a final bid submittal deadline of August 8, 1994. On August 8, 1994, bids from nine vendors were received under Request for Bids No. SO-265. Two of these vendors also submitted an alternate bid, for a total of eleven bids. Four of the eleven bids could not be considered because the bidders deviated substantially from the specifications. The lowest responsive bid was submitted by Lanier Worldwide, Inc., at an estimated price of \$306,667, plus applicable sales tax. The Lanier bid was \$30,195 below the next lowest regular bid received, and \$60,748, exclusive of sales tax, below the Engineer's estimate, based on the one-year period.

<p><u>CONTRACT TYPE</u></p> <p><input checked="" type="checkbox"/> NEW</p> <p><input type="checkbox"/> AMENDED</p> <p><u>CONTRACT FORM</u></p> <p><input checked="" type="checkbox"/> LEASE</p> <p><input type="checkbox"/> PROFESSIONAL SERVICES</p> <p><input checked="" type="checkbox"/> OTHER - BLANKET ORDER</p>	<p><u>FUNDING</u></p> <p><input type="checkbox"/> CAPITAL</p> <p><input checked="" type="checkbox"/> O & M</p> <p><u>BUDGET STATUS</u></p> <p><input checked="" type="checkbox"/> FY 94/95 AMT \$306,666.60*</p> <p><input type="checkbox"/> OUT-YEAR AMT _____</p> <p><input type="checkbox"/> NON-BUDGET AMT _____</p> <p>*Plus applicable sales tax.</p>	<p><u>TYPE OF COMPETITION</u></p> <p><input type="checkbox"/> RFQ</p> <p><input type="checkbox"/> RFP No. _____</p> <p><input type="checkbox"/> INFORMAL RFP</p> <p><input checked="" type="checkbox"/> OTHER COMPETITION RFB No. SO-265</p> <p><input type="checkbox"/> SOLE SOURCE</p>
--	---	--

ACTIONS & MILESTONES

Preliminary cost estimates indicate that approximately \$11,000 might be saved by eliminating 16 low-volume leased machines. Additional study is proceeding to determine the operational impacts, such as staff efficiency and cost per copy, if fewer machines are leased. Prior to the reaching the recommendation to lease, purchase alternatives were explored. Analysis showed that such high speed machinery incur high maintenance costs making purchase of copiers not cost effective.

MBE/WBE

Under this agreement, Metropolitan sent bids to 7 minority and women owned businesses. No minority or women business enterprises responded to the request for bid. There were no MBE/WBE goals specified in the bid document. Metropolitan encouraged all bidders to do business with MBE/WBE firms.

CEQA COMPLIANCE / ENVIRONMENTAL DOCUMENTATION

The California Environmental Quality Act does not apply to this agreement.

NUMBER OF CANDIDATES

INVITED TO RESPOND 46

SUBMITTED PROPOSALS 9+2 ALTERNATE

SHORT-LISTED _____

CONTRACTS WITH VENDORS

TOTAL NO. 1

MAXIMUM DOLLAR AMT. \$760,589.76*

*TWO-YEAR AGREEMENT

EVALUATION CRITERIA

LOWEST RESPONSIVE AND RESPONSIBLE BIDDER


CONTRACTUAL DETAILS

ANTICIPATED DURATION: ONE YEAR WITH THE OPTION FOR TWO ADDITIONAL ONE YEAR PERIODS.

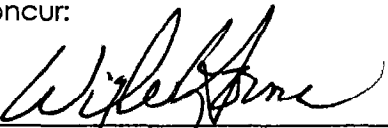
HOURLY RATES N/A

Approval of Request

John R. Wodraska
General Manager

By 
Gilbert F. Ivey
Director, Administrative Services

Concur:


for John R. Wodraska
General Manager