

Agenda Report

April 25, 2022

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH ANDERSON BUSINESS TECHNOLOGY FOR COPIER LEASE & MAINTENANCE SERVICES FOR THE FINANCE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$165,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract, as a result of competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code with Anderson Business Technology for Copier Lease and Maintenance services for the Finance Department in an amount not to exceed of \$165,000 for a period of five years, which includes the base contract amount of \$150,000 and a contingency of \$15,000 to provide for any necessary change orders. Competitive Bidding is not required pursuant to the City Charter Section 1002(F) for contracts for professional services.

BACKGROUND:

The Finance Department plays a key role in every financial transaction of the City, ranging from cash handling to debt management and from financial forecasting to budgetary controls. Services provided by the department include fiscal oversight, accounting and analysis, debt management, investments, purchasing, budgeting, cash management, cashiering, collections, accounts receivable, accounts payable, payroll, and printing services. As such, the department has various divisions with varying printing and copying needs. Currently, divisions have older printer models that were acquired in 2013, these older machines require constant maintenance and repairs,

vendors have advised that parts are becoming obsolete, and hard to find in the market place making the repairs costly. Additionally, costs for replacing high priced ink cartridges have increased since the models are more than five-years old. As a result, the Finance Department posted a Request for Proposals (RFP), where the contractor will provide the department with seven multi-functional printer (MFP's) machines. The contractor is required to provide the MFP's, install and finalize set-up to the network, and validate required printing jobs with the Tyler Munis financial system. The contractor will be responsible to report onsite in a timely manner when any machine has technical issues or malfunctions, and will provide ongoing maintenance and support of the MFP's, and consumables as requested.

On July 14, 2021, an RFP was advertised and posted in Planet Bids with a due date of October 1, 2021. During the advertisement, over 2,600 vendors were notified, 188 of which are local. Purchasing staff reached out to local vendors in advance to notify them that the solicitation would be posted. On September 1, 2021, a pre-proposal meeting was held, vendors were provided the opportunity to walk through the Finance Department, including municipal services to visually inspect the MFP machine placements and current set up. By the proposal due date, a total of 10 proposals were received. The proposals were evaluated by administrative staff, the print shop manager, and the purchasing administrator in the Finance Department. The evaluation criteria is as follows:

Criteria	Points
Proposed Solution	25
Experience	25
Cost Proposal	25
Local Pasadena Business	5
Small or Micro-Business	5
Warranty & Maintenance Agreement	5
IT & Network Security Compliance	10
Total	100

The proposal by Anderson Business Technology, a local Pasadena company, was rated the highest based on the criteria listed above. After a successful testing of the machine, it was determined that the proposal, and machine met the requirements outlined on the RFP. Attachment A is a summary of the evaluation scores. Authorizing this action allows the Finance Department to continue productivity and provides new machines, which eliminates the high cost for repairs on our current print machines.

Since 2015, Anderson Business Technology had over 90 purchase orders and a contract totaling approximately \$480,135. Based on the evaluation scoring, staff recommends an award of the Copier Lease & Maintenance service contract to Anderson Business Technology. Anderson Business Technology has the experience,

proposes a solution that works with Tyler Munis and includes the lease, installation, warranty/maintenance, and network security, at a reasonable cost to the City.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic planning goal to maintain fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378 This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment; therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since this action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

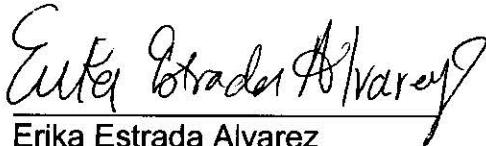
The total cost of this action will be \$165,000 for five-years, which includes a 10% contingency. Funding will be addressed by the utilization of existing budgeted appropriations from the Photo Copy Machine Maintenance budget accounts (10115000-811300 and 10115016-811300).

Respectfully submitted,



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Director of Finance

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Department of Finance

Approved by:



CYNTHIA J. KURTZ
Interim City Manager

Attachment A – Evaluation Summary
Attachment B – Taxpayer Protection Amendment (TPA)