

Agenda Report

September 19, 2022

TO: Honorable Mayor and City Council

FROM: Police Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH ANDERSON BUSINESS TECHNOLOGY FOR COPIER MAINTENANCE AND A CONTRACT WITH DE LAGE LANDEN FINANCIAL SERVICES FOR COPIER LEASE SERVICES FOR THE POLICE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$501,076

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3), the General Rule that CEQA only applies to projects that have an effect on the environment;
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Anderson Business Technology for Copier Maintenance and Supplies for the Police Department in an amount not to exceed \$258,493 for a period of five years, which includes the base contract amount of \$234,993 and a contingency of \$23,500 to provide for any necessary change orders. Competitive Bidding is not required pursuant to City Charter Section 1002(F) for contracts for professional services; and
3. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with De Lage Landen Financial Services, Inc. for Copier Leases for the Police Department in an amount not to exceed \$242,583 for a period of five years, which includes the base contract amount of \$220,530 and a contingency of \$22,053 to provide for any necessary change orders. Competitive Bidding is not required pursuant to City Charter Section 1002(F) for contracts for professional services.

BACKGROUND

The Pasadena Police Department (PPD) is a 24/7 operation that has various divisions with varying printing and copying needs. PPD has previously leased most multifunction devices (MFDs) and purchased some devices through various equipment providers and financing companies. Currently each section has older model printers and copiers that were acquired several years ago, are no longer on contract and require constant maintenance and repairs due to their constant use. Vendors have advised that parts on these older model machines are becoming obsolete, and hard to find in the market place, making the repairs costly. Additionally, the cost for replacing high priced ink cartridges has increased since the models are older.

As a result, the Police Department posted a Request for Proposal (RFP). The contractor will provide the department with 22 printers, 6 multifunction A4 devices that can produce letter, legal, and envelopes; 19 multifunction A3 devices that can produce the larger and greater variety of paper sizes, and one (1) high capacity scanner. The contractor will be required to provide the machines, install and finalize set-up to the network, and validate printing jobs. The contractor will be responsible to report onsite in a timely manner when machines have technical issues or malfunctions, and will provide ongoing maintenance and support of the machines and consumables as requested.

On February 24, 2022, an RFP was advertised and posted in Planet Bids with a due date of April 15, 2022. During the advertisement over 2,600 vendors were notified, 188 of which were local. On March 17, 2022, a pre-proposal meeting was held. Vendors were provided the opportunity to walk through the Police Department to visually inspect the MFD machines and single-function printers, corresponding placement and set ups. The proposers were also provided with configuration and usage information on each machine. By the proposal date, a total of 9 proposals were received. The proposals were evaluated by the records administrator in the Police 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

Per the evaluation procedures and criteria stated in the RFP, the proposals were scored and ranked as follows:

Rank	Proposer	Location	Points
1	Anderson Business Technology	Pasadena, CA	72
2	Canon Solutions America	Melville, NY	56
3	Ray Morgan Company	Cerritos, CA	56
4	Sharp Business Systems	Santa Fe Springs, CA	54
5	CBE Office Solutions	Irvine, CA	54
6	Business Machines Consultants, Inc.	Lake Balboa, CA	53
7	American Business Machines	Valencia, CA	52
8	Pacific Office Automation	Santa Fe Springs, CA	42
9	Konica Minolta	Los Angeles, CA	27

The proposal by Anderson Business Technology, a local Pasadena vendor, was rated the highest based on the criteria listed above. Authorizing this action allows the Police Department to continue productivity and provide new machines which eliminates the high cost for repairs on our current machines.

A summary of the contract pricing is as follows:

Annual Lease and Maintenance	\$ 91,105
5 year Lease and Maintenance	\$ 455,525
Contingency Allowance (10%)	\$ 45,551
Contract Not to Exceed Amounts	\$ 501,076

Anderson Business Technology has had several purchase orders with the City over the years and is familiar with DoIT security requirements. Based on the evaluation scoring, staff recommends an award of the Copier Lease & Maintenance service contract to Anderson Business Technology and De Lage Financial Services, Inc. Anderson Business Technology's experience will serve the department and the City well and the cost of the lease, installation, warranty/maintenance and network security is reasonable.

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 \$501,076 for five-years, which includes a 10% contingency. Funding will be addressed by the utilization of existing budgeted appropriations in the Police Department's General Fund.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jason Clawson', with the date '9/16/22' written to the right of the signature.

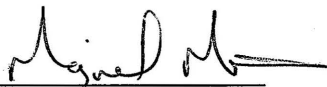
JASON CLAWSON
Interim Chief of Police
Police Department

Prepared by:

A handwritten signature in black ink, appearing to read 'Alicia Patterson'.

Alicia Patterson
Records Administrator
Police Department

Approved by:

A handwritten signature in black ink, appearing to read 'Miguel Marquez'.

MIGUEL MÁRQUEZ
City Manager