

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

August 17, 2010

Agenda Item: 5.13

Subject: Award of Request for Proposal No. A-11 Copier Equipment and Services, District

Background: Chabot-Las Positas Community College District conducted a competitive public bidding process in accordance with state public bidding requirements, for new copiers and services for all District facilities. The bid was advertised and 23 bidders were notified directly. Two (2) companies submitted bids.

The District-wide requirements include 82 copiers, software and services that must meet technology and service-level standards. The finalists conducted presentations and equipment demonstrations to the evaluation committee. Each firm successfully met District requirements. However, Ricoh had the lowest estimated cost.

Finalist Proposers	Estimated Monthly Cost
Ricoh	\$28,554
Konica Minolta	\$30,552

The proposed monthly costs are in part based upon the estimated volume of copies to be produced at Chabot College, Las Positas College, the District Office and the Dublin Education Center. Therefore, during the coming five (5) year contract period, monthly costs will vary as the number of copies produced varies.

The evaluation process considered all factors associated with deploying copier equipment and services that will best meet District copier and technology requirements. Ricoh meets these requirements and submitted the lowest estimated cost.

Recommended Action: That the Board of Trustees award the proposed Request for Proposal No. A-11 to Ricoh Americas Corporation of Caldwell, New Jersey for Copier Equipment and Services, District, in an amount not to exceed \$1,714,000 including tax. It is further recommended that the Board authorizes the Vice Chancellor, Business Services, to execute the agreement and any future amendments to the agreement on behalf of the District.

Funding: Measure B Bond and General Funds

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Submitted: Lorenzo Legaspi/Date

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Approved: Joel L. Kinnamon/Date

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