



## Board Report

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**File #:** 2023-0574, **File Type:** Contract

**Agenda Number:** 33.

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**OPERATIONS, SAFETY AND CUSTOMER EXPERIENCE COMMITTEE  
OCTOBER 19, 2023**

**SUBJECT: HIGH SPEED/VOLUME COPIERS & EQUIPMENT FOR METRO COPY CENTER**

**ACTION: APPROVE RECOMMENDATION**

**RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to execute Contract Modification No. 3 to Contract No. PS110638000 with Canon Solutions America, Inc., to continue to provide the lease and maintenance of high-speed copiers and document finishing equipment for the Metro Copy Center, in the amount of \$200,000, increasing the contract not-to-exceed amount from \$1,749,625 to \$1,949,625, and extend the period of performance from February 1, 2024, through April 30, 2024.

**ISSUE**

The existing contract with Canon Solutions America, Inc. (Canon) for the lease of high-speed copiers, document finishing equipment, maintenance, and other services will expire on January 31, 2024.

Approval of this Contract Modification will ensure service continuity and allow for sufficient time for proposers to respond to the RFP that has been issued, and to increase competition for these services. In addition, this contract modification will provide for the transition/mobilization period required for the acquisition and installation of the new high-speed copier equipment and removal of the old equipment without service disruption when the new contract is awarded.

**BACKGROUND**

The current contract was awarded in September 2018, with the period of performance ending on January 31, 2024. Metro issued an RFP to reprocurse these services and proposals are due in October 2023. Approval of this Contract Modification will allow time to respond to award the contract and negotiate a new contract while ensuring a smooth transition.

Due to the heavy use of the equipment, it is reaching the expected life cycle replacement, and the

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new contract will allow Metro to implement new technology and software Managed Print Services. Managed Print Services monitors use of the high-speed copiers and addresses malfunctions and required repairs. In addition, it will place orders for replacement parts and supplies. This will allow for efficient management of printing and imaging services.

## **DISCUSSION**

Metro's Copy Center requires high-speed copy machines, laminating equipment, binding, and other finishing equipment to produce a wide range of documents that are required for agency business, including:

- Bus and rail "shake-up" materials
- Board and committee agenda packets
- Budget books
- Bound departmental reports
- Departmental forms
- Large format blueprints and posters
- Procurement IFB and RFP Packages
- Training manuals
- EIR/EIS and other planning documents

Documents are sent to the Copy Center whenever they can be produced more cost effectively and at a higher quality than is possible on convenience copiers.

## **DETERMINATION OF SAFETY IMPACT**

Approval of this Board item will not impact the safety of Metro employees or riders.

## **FINANCIAL IMPACT**

The funding of \$200,000 for this service is included in the FY24 Budget in cost center 6420 Copy Services, within project 100001 General Overhead. The cost center manager and Chief People Officer will be accountable to ensure funds are available for these services.

### Impact to Budget

The source of funds for Project 100001 is General Overhead funds, comprised of federal, state, and local funds. These funds are eligible for bus and rail operating costs.

## **EQUITY PLATFORM**

There are no adverse equity impacts anticipated from this contract modification. This will allow continued support of Metro's workforce with printing documents for the agency.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Recommendation supports strategic plan Goal #5 (Provide responsive, accountable, and trustworthy governance). By continuing to be responsive, accountable, and trustworthy, Metro will build credibility with decision-makers, customers, and employees and be able to perform more effectively to the changing needs of its business practices.

### **ALTERNATIVES CONSIDERED**

One alternative would be to purchase the existing equipment at the current market value and purchase maintenance services and spare parts required to keep the machines operational. This alternative is not recommended because the current equipment will become less reliable as it ages. This could delay document production, including documents required for high priority projects.

Another alternative would be to outsource all high-volume jobs to an outside vendor. Sending all photocopying to an outside vendor would extend response time for production of critical documents. This alternative would also require modification of Metro's collective bargaining agreement with TCU that represents Copy Center employees who perform this work.

### **NEXT STEPS**

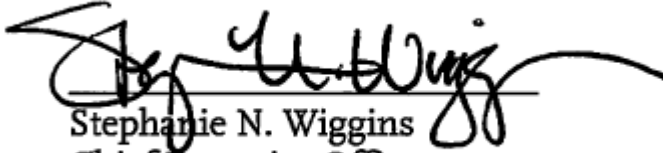
Upon Board approval, staff will execute Contract Modification No. 3 to Contract No. PS110638000 with Canon Solutions America, Inc., to continue to provide lease and maintenance of high-speed copiers and document finishing equipment and other related services.

### **ATTACHMENTS**

Attachment A - Procurement Summary  
Attachment B - Contract Modification/Change Order Log  
Attachment C - DEOD Summary

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Stephanie N. Wiggins  
Chief Executive Officer

PROCUREMENT SUMMARY

HIGH SPEED/VOLUME COPIERS & EQUIPMENT  
FOR METRO COPY CENTER / PS110638000

1.	<b>Contract Number:</b> PS110638000		
2.	<b>Contractor:</b> Canon Solutions America, Inc.		
3.	<b>Mod. Work Description:</b> Continue existing services and extend the period of performance from February 1, 2024 through April 30, 2024		
4.	<b>Contract Work Description:</b> Provide high speed/volume copiers and equipment for Metro Copy Center		
5.	<b>The following data is current as of:</b> 9/7/23		
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>
	<b>Contract Awarded:</b>	9/27/18	<b>Contract Award Amount:</b> \$ 1,590,568
	<b>Notice to Proceed (NTP):</b>	N/A	<b>Total of Modification Approved:</b> \$ 159,057
	<b>Original Complete Date:</b>	1/31/24	<b>Pending Modification (including this action):</b> \$ 200,000
	<b>Current Est. Complete Date:</b>	4/30/24	<b>Current Contract Value (with this action):</b> \$ 1,949,625
7.	<b>Contract Administrator:</b> Antonio Monreal		<b>Telephone Number:</b> (213) 922-4679
8.	<b>Project Manager:</b> Raul Gomez		<b>Telephone Number:</b> (213) 922-4356

**A. Procurement Background**

This Board Action is to approve Modification No. 3 to Contract No. PS110638000 to continue to provide high speed/volume copiers and document finishing equipment for the Metro Copy Center and extend the period of performance from February 1, 2024, through April 30, 2024.

This contract modification will be processed in accordance with Metro’s Acquisition Policy and the contract type is a firm-fixed unit rate.

In September 2018, the Board approved the award of a five-year contract to Canon Solutions America, Inc. to provide high speed/volume copiers and equipment for Metro’s Copy Center.

Two modifications have been issued to date.

Refer to Attachment B – Contract Modification/Change Order Log.

**B. Price Analysis**

The recommended price has been determined to be fair and reasonable based upon the independent cost estimate (ICE), technical analysis, and price analysis. Rates that were established as part of the competitive contract award in 2018 remain unchanged.

<b>Proposed Amount</b>	<b>Metro ICE</b>	<b>Recommended Amount</b>
\$200,000	\$200,000	\$200,000

## CONTRACT MODIFICATION/CHANGE ORDER LOG

HIGH SPEED/VOLUME COPIERS & EQUIPMENT  
FOR METRO COPY CENTER / PS110638000

<b>Mod. No.</b>	<b>Description</b>	<b>Status (Approved or Pending)</b>	<b>Date</b>	<b>Amount</b>
1	Add Print Shop and Design Studio Software	Approved	4/15/19	\$ 29,989
2	Continue existing service and extend the period of performance (POP) through January 31, 2024.	Approved	9/11/23	\$ 129,068
3	Continue existing service and extend POP through April 30, 2024.	<b>Pending</b>	<b>Pending</b>	<b>\$ 200,000</b>
	<b>Modification Total:</b>			<b>\$ 359,057</b>
	<b>Original Contract:</b>		<b>9/27/18</b>	<b>\$ 1,590,568</b>
	<b>Total Contract Value:</b>			<b>\$ 1,949,625</b>

**DEOD SUMMARY**

**COPY CENTER EQUIPMENT AND SERVICES/PS110638000**

**A. Small Business Participation**

Canon Solutions America, Inc. made a 5.50% Disadvantaged Business Enterprise (DBE) commitment for this contract. Based on payments, the contract is 50% complete and the current level of participation is 7.52% DBE, exceeding the commitment by 2.02%.

<b>Small Business Commitment</b>	<b>5.50% DBE</b>	<b>Small Business Participation</b>	<b>7.52% DBE</b>
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	<b>DBE/SBE Subcontractors</b>	<b>Ethnicity</b>	<b>% Committed</b>	<b>Current Participation<sup>1</sup></b>
1.	Say Cargo	Hispanic American	1.16%	1.63%
2.	Universal Reprographics, Inc.	Caucasian Female	4.34%	5.89%
	<b>Total</b>		<b>5.50%</b>	<b>7.52%</b>

<sup>1</sup>Current Participation = Total Actual amount Paid-to-Date to DBE firms ÷ Total Actual Amount Paid-to-date to Prime.

**B. Living Wage and Service Contract Worker Retention Policy Applicability**

A review of the current service contract indicates that the Living Wage and Service Contract Worker Retention Policy (LW/SCWRP) was not applicable at the time of award. Therefore, the LW/SCWRP is not applicable to this modification.

**C. Prevailing Wage Applicability**

Prevailing wage is not applicable to this modification.

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. Project Labor Agreement/Construction Careers Policy is applicable only to construction contracts that have a construction contract value in excess of \$2.5 million.