



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: September 2, 2015

FR: Executive Director

WI: 1153

RE: Purchase Order Amendment and Purchase Order – Copier Equipment: Xerox Corporation (\$150,000)

This memorandum is to request Committee approval to amend MTC's FY 2014-15 Purchase Order (PO) with Xerox Corporation (Xerox) in an amount not to exceed \$50,000, and to enter into a FY 2015-16 PO with Xerox in an amount not to exceed \$100,000, for copier equipment lease services.

Background

MTC currently uses Xerox for copier equipment and maintenance services under a five-year equipment lease approved by this Committee in November 2010. Xerox was selected based on staff's review of equipment and pricing from three prequalified vendors. The proposed FY 2014-15 PO amendment will add \$50,000 to the existing \$150,000 PO for FY 2014-15. The proposed FY 2015-16 PO will fund an extension to the final term of the five-year equipment lease before MTC moves to 375 Beale Street, San Francisco, in 2016. In conjunction with the move, existing Xerox copier equipment will be returned to the vendor. Xerox is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff requests that the Committee authorize the Executive Director or his designed representative to issue a purchase order amendment to Xerox for the purposes described above for FY 2014-15 in an amount not to exceed \$50,000 and to issue a purchase order in an amount not to exceed \$150,000 to Xerox for such purposes.



Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order and Purchase Order Amendment

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|-----------------------------|---|
| Work Item No.: | 1153 |
| Consultant: | Xerox Corporation San Francisco, CA |
| Work Project Title: | Copy Equipment and Repair Services |
| Purpose of Project: | To provide and service copier equipment |
| Brief Scope of Work: | To provide copier services for MTC in FY 2014-15 and FY 2015-16. |
| Project Cost Not to Exceed: | <p>\$150,000 (comprised of \$50,000 for FY 2014-15 amendment and \$100,000 for FY 2015-16 PO)</p> <p>Previously approved FY 2014-15 purchase order: \$150,000</p> <p>Total approved FY 2014-15 purchase order amount based on this action = \$200,000.</p> |
| Funding Source: | MTC Funds |
| Fiscal Impact: | \$50,000 is included in the FY 2014-15 agency budget, and \$100,000 is included in the FY 2015-2016 agency budget |
| Motion by Committee: | That the Executive Director or his designee is authorized to issue a purchase order amendment to Xerox Corporation for copy equipment lease and services for FY 2014-15 and issue a purchase order to Xerox Corporation for the same services for FY 2015-16 as described above and in the Executive Director's memorandum dated September 2, 2015, and the Chief Financial Officer is authorized to set aside FY 2014-15 funds in the amount of \$50,000 for such purchase order amendment and to set aside FY 2015-16 funds in the amount of \$100,000 for such purchase order. |
| Administration Committee: | <hr/> Adrienne J. Tissier, Chair |
| Approved: | Date: September, 9, 2015 |