



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

WI: 1161

RE: Purchase Order – Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)

This memorandum requests the Committee's approval to issue a Purchase Order to Canon Solutions America Inc. (Canon) to provide Copy/Print/Scan services (copiers) at 375 Beale Street in an amount not to exceed \$750,000 for fiscal years 2015-16 through 2019-20.

Background

ABAG, MTC and BAAQMD staff are recommending a joint agreement with Canon to provide copiers at 375 Beale. The copiers would act as network printers, traditional copy machines, high-capacity scanners and fax machines. This recommendation is based on a consolidated copier environment in which employees from any of the three agencies can utilize any copier on any agency floor. For simplicity, Canon would individually contract with, and bill each agency. Canon will provide technology to monitor usage and appropriately bill the proper agency as well as provide security features for confidential documents.

Canon is a part of a cooperative procurement agreement administered by a third-party organization, of which MTC is a member, the National Intergovernmental Purchasing Alliance (IPA). Bay Area Air Quality Management District currently uses Canon devices and services purchased through the IPA arrangement. This approach allows MTC to leverage the purchasing power of a nationally bid contract based on large quantity. Canon is neither a small business nor a disadvantaged business enterprise, and has no subcontractors for this work.

Recommendation

Staff requests that the Committee authorize the Executive Director or his designed representative to issue a five-year purchase order to Canon for the purposes described above in an amount not to exceed \$750,000 for FY 2015-16 through 2019-20.

Steve Heminger

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.:	1161
Consultant:	Canon Solutions America Inc.
Work Project Title:	Copy/Print/Scan Services
Purpose of Project:	To provide copiers that can print and scan.
Brief Scope of Work:	To provide copy/print/scan services for MTC during FY 2015-16 through FY 2019-20.
Project Cost Not to Exceed:	\$750,000
Funding Source:	MTC Funds
Fiscal Impact:	<p>\$150,000 is in the MTC FY 2015-16 budget.</p> <p>\$150,000 in each FY 2016-17 through FY 2019-20, subject to inclusion in future years' budgets.</p>
Motion by Committee:	<p>That the Executive Director or his designee is authorized to issue a purchase order to Canon Solutions America, for print/copy/scan services for FY 2015-16 through FY 2019-20 described above and in the Executive Director's memorandum dated December 9, 2015, and the Chief Financial Officer is authorized to set aside FY 2015-16 through FY 2019-20 funds in the amount of \$750,000 for such purchase order: in an amount of \$150,000 per FY, subject to inclusion in each FY's budget.</p>
Administration Committee:	<hr/> <p>Adrienne J. Tissier, Chair</p>
Approved:	Date: December 9, 2015