



# City of Chula Vista

## Staff Report

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**File#:** 17-0125, **Item#:** 5.

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RESOLUTION NO. 2017-100 OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA ACCEPTING BIDS AND AWARDING A CONTRACT FOR SERVICE WITH COPYLINK, INC., TO PROVIDE COPIER EQUIPMENT AND MAINTENANCE; AND AWARDING A CONTRACT TO GREAT AMERICA FINANCIAL SERVICES FOR LEASING OF THE COPIERS

### RECOMMENDED ACTION

Council adopt the resolution.

### SUMMARY

The City of Chula Vista conducted a Request for Proposal RFP#02-16/17 to replace the current aging copier fleet. The winning proposal is from CopyLink, Inc. CopyLink utilizes Great America Financial Services as its financial partner for leasing its copiers.

### ENVIRONMENTAL REVIEW

#### Environmental Notice

The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required. In addition, notwithstanding the foregoing, the "Project" also qualifies for an Exemption pursuant to Section 15061(b)(3) of the California Environmental Quality Act State Guidelines.

#### Environmental Determination

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. In addition, notwithstanding the foregoing, the Director of Development Services has also determined that the "Project" qualifies for an Exemption pursuant to Section 15061(b)(3) of the California Environmental Quality Act State Guidelines. Thus, no environmental review is required.

### BOARD/COMMISSION RECOMMENDATION

Not Applicable

### DISCUSSION

The City's copier fleet is aging with a great majority of the copiers beyond their end-of-life in terms of parts availability should there be any breakdowns of the copier equipment. To further exacerbate the aging fleet issue, the scanning software which allows employees to scan documents and send to

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their email, is a software system which has no support, and the company which created the software is out of business. This is posing significant issues as the software was originally designed to support 250 employees, and the City currently has over 900 user accounts on the system. The scanning system no longer allows additions or deletions of user accounts, which means that new employees who need access to the scanning software are unable to. City Information and Technology Department staff researched a variety of scanning solutions to replace the current solution, but due to the great disparity in ages of the copiers (some up to 10+ years old), a viable solution could not be found.

Therefore, staff released a Request for Proposal (RFP) to seek a new comprehensive copier/document management solution. RFP#02-16/17 was issued and 14 companies submitted responses to the RFP.

City staff narrowed the number of responses to six companies based upon pricing. City staff then conducted a thorough review of each company including site visits to view demonstrations of the latest copier technology.

The six companies which were selected for further review were:

Business Complete Solutions  
Sharp, Inc.  
Kyocera, Inc  
Furth, Inc  
Officia (Current copier vendor)  
CopyLink

Kyocera, Inc was later disqualified due to being non-responsive to City staff for setting up site visits.

During the site visits, staff viewed product demos, discussed copier maintenance programs and reviewed the document management solutions (scanning). Each company was scored on the following criteria:

Overall Technology - 25%  
Scanning Solution - 25%  
Tech Support/Maintenance - 15%  
Training - 15%  
Overall Impression - 20%

The five remaining companies all presented copier/scanning solutions which would be a significant improvement over our current copier fleet.

The final scoring for the companies is detailed in the table below.

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CITY OF CHULA VISTA COPIER RFP P02-16					
	Business Complete	Sharp	Official	Copy Link	Fruth
Staff #1	89	89	83	95	86
Staff #2	97	90	96	97	86
Staff #3	87	92	85	95	84
<b>FINAL SCORE</b>	<b>91</b>	<b>90</b>	<b>88</b>	<b>96</b>	<b>85</b>

The overall winning bid was submitted by CopyLink, Inc. CopyLink, Inc. is located on Main Street in Chula Vista and is a certified vendor for Sharp Copiers. They have been in business in Chula Vista since 1990. Staff was ultimately impressed by CopyLink, Inc. ability to respond to staff's technical questions. They were the only company which was able to answer every question on the spot and demonstrate how their equipment would work; this was not the case for other companies. The copier solution that they proposed includes significant advancements in terms of document security, print-anywhere capability, significant user customization capabilities for the copiers, and many more technological improvements meant to facilitate a much more streamlined document management environment. CopyLink utilizes Great America Financial Services for leasing of its copiers, which requires the City to enter into a lease agreement with Great America.

#### **DECISION-MAKER CONFLICT**

**Not Applicable - Not Site-Specific**

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the 500-foot rule found in California Code of Regulations Title 2, section 18702.2(a)(11), is not applicable to this decision for purposes of determining a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov't Code § 87100, et seq.).

Staff is not independently aware, and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision maker conflict of interest in this matter.

#### **LINK TO STRATEGIC GOALS**

The City's Strategic Plan has five major goals: Operational Excellence, Economic Vitality, Healthy Community, Strong and Secure Neighborhoods and a Connected Community. This project supports all five strategic goals, with a heavy emphasis on Operational Excellence as the document management functions of the new copier system will enhance the City's ability to move to a more paperless environment.

#### **CURRENT YEAR FISCAL IMPACT**

There is no additional General Fund impact as the yearly cost of replacing the copiers will be reduced from the current cost to maintain our current fleet of copiers. Currently, the City spends approximately

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\$9,420.71 per month in leasing and maintenance costs for 48 copiers which are deployed throughout the City. The new leasing terms will reduce that cost as shown below:

COPIER LEASE PER MONTH	MAINTENANCE COST PER MONTH	TOTAL MONTHLY COST
\$5190	\$2200	\$7390

Maintenance costs assume not exceeding 182,000 monochrome and 18,750 color impressions per month. Staff expects to not exceed these thresholds as there are multiple software systems which are being deployed which will significantly reduce the need for printing from copiers (Tyler ERP system, Accela Automation, etc) due to electronic work flows. There is a maximum 5% per year cost escalator for the maintenance costs included in the agreement with CopyLink.

#### **ONGOING FISCAL IMPACT**

There will be no additional General Fund impact as the new contract amount will be lower than the current amount expended for copier fleet services as shown above.

#### **ATTACHMENTS**

1. Agreement with CopyLink
2. Agreement with Great America Financial Services

*Staff Contact: Edward Chew, Director of ITS*