



Board Agenda Item 39

DATE: September 10, 2019

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Agreement with Officestoredepot.com, Inc. for Printer and Plotter Repair Services

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an Agreement with Officestoredepot.com, Inc. for countywide printer and plotter repair services, effective September 16, 2019, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$250,000.

Approval of the recommended action will authorize Officestoredepot.com, Inc (OSD) to provide printer and plotter repair services to County printers and plotters on an as-needed basis. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could:

- 1) Direct staff to negotiate and draft separate agreements, with one for printer repair services, and the other for plotter repair services; or
- 2) Direct staff to issue a new Request for Quotation (RFQ) for printer and plotter repair services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Costs are estimated not to exceed \$250,000 for the total possible five-year term of the recommended agreement. Costs associated with these services are recovered through charges to user departments. Sufficient appropriations are included in the FY 2019-20 Internal Services Department - Information Technology Services Division Org 8905 Recommended Budget. Costs for additional years will be included in subsequent requested budgets.

DISCUSSION:

On April 10, 2019, the County of Fresno, on behalf of the Internal Services Department, issued Request for Quotation (RFQ) No. 19-065 for printer and plotter repair services to four hundred and seventy-eight (478) vendors registered in Public Purchase. Vendors were given the option of providing quotations for either printer or plotter repair services, or both.

The response period closed on May 9, 2019, and five vendors responded: Ameritech Business Systems and OSD provided responses for both printer and plotter repair services. Two additional vendors responded to the printer repair services portion of the RFQ: Laser Printers Unlimited, Inc. and Select Business Systems. One additional vendor responded to the plotter repair services portion of the RFQ: California Surveying and Drafting Supply Inc.

OSD provided the lowest overall bid for printer repair services, and the second-lowest labor charges for plotter repair services. Ameritech provided the lowest labor charges for plotter repair services. However, Ameritech also charged for regular shipping, overnight shipping, and travel outside of Fresno and Clovis up to 30 miles, whereas OSD did not have any additional charges. Moreover, the County's need for plotter repair has historically been significantly less frequent than that for printer repair. Due to these reasons, and for operational purposes, the Department recommends OSD to provide both printer and plotter repair services pursuant to the recommended agreement.

The current agreement for these services will expire on September 15, 2019. Approval of the recommended agreement will allow for the continuation of printer and plotter repair services countywide.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement

CAO ANALYST:

Yussel Zalapa