DATE: May 31, 2001

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND
Authorization to Contract with Savin Corporation
(Resolution No. 010531-B3)

BACKGROUND INFORMATION:

City College has been contracting with six different copier providers. This practice has been confusing for staff, and caused billing issues. In addition, the District has not received the best pricing for copier leases, as there was not sufficient volume with any one vendor. Service standards with several vendors have fallen in the last year, as older machines have been dropped. In addition, with each department selecting copy equipment individually, there was no standardization as to features. As a result, there exists a mix of analog and digital equipment, each requiring specialized supplies.

As the District moves toward its goal of networking all campuses and buildings, all copiers must be configured similarly to allow for their inclusion on the network. Networked copy/printers would allow for efficient use of equipment, sharing of supplies, and make it easier to order equipment for District personnel. It is in the best interest of the District to have one provider of office copiers.

A formal RFP process was conducted in January and February of 2001. Packets were made available to current vendors as well as anyone expressing interest in the proposal. Proposals were received from Danka, IKON, Panasonic Document Systems, Pinnacle Document Systems, Savin, and Xerox. Minolta and Pitney Bowes did not submit a proposal. A weighted average evaluation was used and respondents were evaluated based on price, quality, and experience. The top three respondents were:

- Savin  387.6
- IKON  350.6
- Xerox  332.5

These top three vendors were invited to make presentations. The committee had representation from Administrative, Certificated, and Classified staff. In addition, user input was solicited from the college community through Copier Satisfaction Surveys and the ITPC. The committee unanimously selected Savin as the respondent who could best serve the needs of the District.
The contract will cover office/administrative machines (not coin operated or Duplicating Services). All current contracts with other providers will be honored to their conclusion. The new vendor will be phased in as existing contracts expire.

**RECOMMENDATION:**

RESOLVED: That authorization be hereby given to contract with Savin Corporation to provide office copier equipment and service to the District beginning July 1, 2001 through June 30, 2002, with the possibility of three single year extensions upon mutual agreement, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

James Kendrix, Originator