



(Board Copy)
Washington Metropolitan Area Transit Authority
**METRO ELECTRONIC ACTION
DOCUMENT**

IDENTIFICATION			
MEAD ID:	99467	ACTION:	Initiate & Award
AWARD VALUE:	(Not yet awarded)	CONTRACT: (Proposed)	
FUND SOURCES: (View)	Operating Funds	CONTRACTOR:	
LAST MODIFIED:	04/25/2006		

DESCRIPTION	
SUBJECT:	Initiate and award a multi-year contract for lease and maintenance of digital copiers and scanners.
PURPOSE:	To request Board approval to initiate and award a multi-year contract(s) with a base period of two years and three, one-year option periods for lease and maintenance of approximately 300 pieces of black and white digital copying and scanning equipment located at all WMATA operating facilities and the Jackson Graham Building.

ORIGINATION					
INITIATOR			DEPARTMENTAL APPROVAL		
MURRAY BOND on 04/17/2006			Approved by AGOURIDIS , LEONA 04/17/2006		
PHONE:	202-962-1498	OFFICE:	STRK	DEPT:	Communications

COORDINATION (ROUTING)		
OFFICE	NAME	ACTION/DATE
STRK (6210)	BOND, MURRAY	Approved 04/17/2006
AGMC (6110)	AGOURIDIS, LEONA	Approved w/ Comments 04/17/2006
COUN (1410)	O'KEEFFE, CAROL	Approved w/ Comments 04/18/2006
OPAS (3161)	HUGHES, JAMES	Approved 04/19/2006
CFO1 (2110)	WOODRUFF, HARRY	Approved 05/01/2006
CFO1 (2110)	WOODRUFF, HARRY	Approved w/ Comments 05/01/2006
(1120)	Moneme, Emeka	Approved 05/05/2006

FINAL APPROVALS	
OFFICE	NAME/ACTION
OPER_CMTE	Approved for OPAS by JAMES HUGHES on 04/19/2006
BEMR	Emeka Moneme (Not Yet Approved)
GM	Approved for GMGR by GMGR CEO on 05/09/2006
BEMR	Approved for by Emeka Moneme on 05/05/2006
BOARD	BOARD WMATA (Not Yet Approved)



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NARRATIVE

BACKGROUND:

On July 19, 2001, the WMATA Board of Directors approved the award of a five-year GSA Schedule contract to the Xerox Corporation for the provision of high-volume digital copying/printing machines for various WMATA facilities inclusive of usage fees, maintenance services and consumable chemical supplies. On August 16, 2001, the WMATA Board of Directors approved the award of a five-year contract to Savin/Ricoh Corporation for low-volume copiers. The two different copier vendors were chosen by reason of their offered products being best suited for the unique copying requirements of each operating facility. Both of these contracts are currently in force and will expire early in Fiscal 2007.

DISCUSSION:

This action will allow WMATA to competitively procure the proper mixture of high and low volume digital copiers and scanning devices that will meet the unique requirements of the various operating locations. It is possible that this procurement could result in the award of multiple contracts to multiple vendors if that option is clearly in the best interest of WMATA. The copiers and scanners leased under this procurement will all be network-ready. The high-volume copiers/printers are an integral part of the Authority's Bus and Rail scheduling system where manifests for operating employees are printed at field locations rather than being printed at a central location and then delivered to operating locations. The network capability of these copiers/printers will maximize the capabilities of the new scheduling software by enabling field locations to make "real time" schedule changes in the field.

The contract(s) awarded as a result of this competitive procurement will provide for the lease of digital copying/printing machines, usage fees, consumable chemicals supplies as well as scheduled and unscheduled maintenance for the contract period. The procurement will also include a full-time, on-site service technician to monitor the performance of all equipment.

While the procurement will be competitive, the contract(s) that will be awarded will be based on the vendor's GSA Schedule pricing.

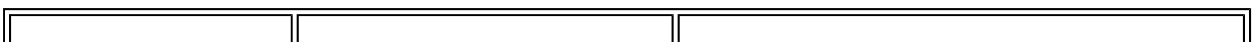
ALTERNATIVES:

The only alternative is to purchase all of the copying/printing machines required by the Authority and separately contract for maintenance and service. This alternative would in every estimate be more costly and would not provide any option to upgrade equipment made obsolete by changing technology without additional high costs.

IMPACT ON FUNDING:

Budget: Operating Budget, Fiscal Years 2007 through 2011
 Department: Customer Communications, Marketing and Sales
 Account: Equipment Lease / Maintenance
 Page Number: 56

Funding Information:



	Two-Year Base Period		Three, One-Year Option Periods		
	Fiscal 2007	Fiscal 2008	Fiscal 2009	Fiscal 2010	Fiscal 2011
	Contract Year 1	Contract Year 2	Option Year 1	Option Year 2	Option Year 3
Budget	\$879,000	See Note	See Note	See Note	See Note
Expense this Action	\$879,000	\$879,000	\$879,000	\$879,000	\$879,000
Expense to Date	-0-				
Budget Remaining	-0-				

Note: Funding for the Fiscal 2008 through 2011 is subject to Board approval of the budgets and availability of funds.

DBE REQUIREMENTS:

GSA DBE requirements apply to GSA Federal Scheduled Procurements.

AFFIRMATIVE ACTION REQUIREMENTS:

Executive Order 11246, as amended, does not apply to GSA Federal Scheduled Procurements.

RECOMMENDATION:

That the Board approve an action to initiate and award a multi-year contract(s) with a base period of two years and three, one-year option periods for the lease and maintenance of approximately 300 pieces of black and white digital copying and scanning equipment located at all WMATA operating facilities and the Jackson Graham Building.