

**Washington Metropolitan Area Transportation Authority  
Board Action/Information Summary**

<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information	MEAD Number: 99674	Resolution: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**PURPOSE**

To request Board approval to award two separate contracts under the GSA schedules for the lease and maintenance of black and white digital copying and scanning devices - to Ricoh for five years and to Kodak for a two-year base period plus three one-year options - and to modify the existing Xerox Contract No. N-04737 for a four-month period until each new digital device can be installed at all locations.

The Board is also requested to authorize the Interim General Manager to award a third contract for medium duty copiers pending the resolution of discrepancies between the contract terms and the bidders' proposals.

**DESCRIPTION**

On May 19, 2006, the WMATA Board of Directors approved MEAD No. 99467 to initiate and award multi-year contract(s) with a base period of two years plus 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 facilities in the total amount of \$879,000 per year. On June 20, 2006 the Authority issued a Request for Quote to GSA registered vendors. Quotes were received from five vendors. As a result of technical and price evaluations conducted, the Authority selected three vendors for Low, Medium and High speed copiers/scanners/printers respectively.

**Alternative:**

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

## **FUNDING IMPACT**

### Vendor Total Cost per Year per Device Type

Ricoh \$575,4632    Xerox \$390,6723    Kodak \$263,256

Total per Year: \$ 1,229,391

**(Note:** If the medium speed contract resolution eliminates the lowest bidder the cost will increase by \$150,000.)

## **RECOMMENDATION**

That the Board approves this action to award three separate contracts, by the Board to Ricoh and Kodak, and by the Interim General Manager for medium speed copiers as previously stipulated for the lease and maintenance of 227 digital copying and scanning devices; and to modify the existing Xerox contract N-04737 for a four-month period until each new digital device can be installed in each Authority field facility and in the Jackson Graham Building.