



## REQUEST FOR BOARD ACTION

ITEM NO. 11

**DATE OF MEETING:** February 16, 2016

**REQUESTED BY:** Erik Harvey, Director, Pender County ITS Department

**SHORT TITLE:** Approval for Pender County Enter into a Contract with CopyPro for 60 Months to provide a Cost per Copy Management Program that will Manage, Maintain, and Support all Departmental Copier and Printer Needs Based on a Set Rate per Click.

**BACKGROUND:** On February 21, 2011 Pender County entered into a 60 month contract with COECO Office Systems to provide the County with a Cost per Copy Program with a multi-function copier and printer solution based on a fixed rate per copy countywide. This contract expires on February 21, 2016. The Pender County Information Technology Services (ITS) Department went through the Request for Proposal (RFP) process and formed an Evaluation Committee consisting of representatives from all County Departments to increase efficiency within said county departments, manage the ongoing copy/print costs, review received bids, and select a vendor.

Pender County provided bid specifications for a Cost per Copy Program (CPCP) proposal to service all copier and printer needs countywide. The bid required the vendor to provide an on-site inspection to visit each copier and printer located in each department and to talk with staff that uses the equipment to determine their departmental needs. The County's goal has been to use one vendor to provide an "all in exclusive" Cost per Copy Program that charges the County a per click/impression. This is a cost savings alternative to more expensive lease and maintenance contract agreements for individual department copiers and printers.

On January 8, 2016, the County received bids from CopyPro, Systel, The Toner Exchange, and Coeco. The Evaluation Committee opened the following bids and based on the lowest proposed cost per click for both black & white and color clicks/impressions the committee's unanimous decision and recommendation was CopyPro.

Vendor	B&W Clicks	Color Clicks
CopyPro	0.0237	0.0419
Systel	0.0240	0.0420
The Toner Exchange	0.02489	0.03995
COECO	0.0265	0.0598

\*Pender County is currently paying .0265 for black & white and .0598 for color.

The Evaluation Committee not only select CopyPro based on the lowest proposed cost per click for both black & white and color clicks, but on customer service, response time, technician proximity, training, implementation plan, service plan, ability to follow instructions and address security needs, faxing options, document management system, and the best overall proposal.

Each department will be responsible to pay for their click volume under their contracted services. One master bill will come each month, including a departmental breakdown per machine (copier and printer) to the ITS Department where it will then be coded for payment from the following line item:

General Fund - Contracted Services Copiers: 660-404560

It is estimated that Pender County will save \$91,802.54 based on CopyPro's rates and the last five (5) years of click counts for both B&W and color.

**SPECIFIC ACTION REQUESTED:** To consider a resolution to authorize a Contract and with CopyPro to manage, maintain, and support all departmental copier and printer needs based on a set rate per click as follows:

Vendor	B&W Clicks	Color Clicks
CopyPro	0.0237	0.0419



3103 Landmark Street, Greenville, NC 27834  
 5509-A Business Drive, Wilmington, NC 28405  
 Toll free: (800)682-6558 \* Fax: (252)756-9597

Date Installed \_\_\_\_\_  
 PO Number \_\_\_\_\_  
 Bill To: \_\_\_\_\_  
 Ship To: \_\_\_\_\_  
 Invoice # \_\_\_\_\_

**Equipment Order and Sales Contract**

QUANTITY	DESCRIPTION	SERIAL NUMBER	UNIT PRICE	EXTENDED PRICE
	Pender County Cost Per Copy Program 2016			
	All terms and conditions are outlined in the Revised Pender County RFP Released November 20, 2016 and proposal submitted by CopyPro, Inc. January 8, 2016.			
	RFP supercedes all terms and conditions in this agreement.			
	Includes all supplies except paper.			
	B/W cost per copy: \$0.0237			
	Color cost per copy: \$0.0419			
	Start Date: February 21, 2016. Five year contract (with 2 year optional extention)			

**Leasing Information and Equipment Trade-In**

Lease: Leasing Co: <u>NA</u> Term: <u>NA</u> mths @ \$ _____	<b>Freight &amp; Delivery</b>	<b>Included in CPC</b>
Trade-In: Model #: <u>NA</u> Serial # _____ End Meter: _____	<b>Subtotal</b>	
Reason for Removal: <u>NA</u> T/I Allowance: _____	<b>Sales Tax</b>	
	<b>Grand Total</b>	<b>Cost per Copy</b>

**Maintenance and Supply Information**

Maintenance Agreement:  Yes  No  Considering  Included with lease  
 Price Quoted: Included with CPC per  Month  Quarter  Year or  
per click b&w prints/click and per click color prints/click, whichever  
 occurs first. Overages: \_\_\_\_\_ per b&w print/click and \_\_\_\_\_ per color print/click.  
 Maintenance program—copy drum is:  inclusive  exclusive  
 Maintenance program is:  inclusive of supplies, except paper  
 exclusive of supplies

PO# for maintenance (for cash sales/non-lease inclusive): \_\_\_\_\_

Estimated current monthly volumes: \_\_\_\_\_ B&W \_\_\_\_\_ Color

**Network support is available on a per call or contracted basis.**

Comments for Maintenance & Supply: \_\_\_\_\_  
 Terms and conditions outlined in Pender County RFP

Sales Representative Brad Pickelsimer

Comments \_\_\_\_\_

Received \$ \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_ with order

Check # \_\_\_\_\_ Card# \_\_\_\_\_ Exp Date \_\_\_\_\_

**Key Op and Installation Information**

Key Operator \_\_\_\_\_  
 Equipment Location \_\_\_\_\_  
 Key Op Phone \_\_\_\_\_  
 Requested Install Date \_\_\_\_\_ Start Meter \_\_\_\_\_

Company Name: Pender County Government  
 Street Address: 805 South Walker Street  
 City: Burgaw State: NC Zip: 28425

**Bill to information:**  
 Street Address: \_\_\_\_\_  
 PO Box: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized by (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_

**For CopyPro Use Only**

CPI \_\_\_ Rent \_\_\_ Sale \_\_\_ Lease \_\_\_ Other \_\_\_ Placement: New \_\_\_ Upgrade \_\_\_