



MOTION NO. M2017-61

Contract for Wide Format Devices

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	05/04/2017	Final Action	Brian McCartan, Executive Director of Finance and Information Technology Jason Weiss, Chief Information Officer

PROPOSED ACTION

Authorizes the chief executive officer to execute a five-year lease with Canon Financial Services to provide leasing for wide format devices, and the purchase of related supplies and maintenance for a total authorized contract amount not to exceed \$330,839.

KEY FEATURES SUMMARY

- This action authorizes new leases of Océ wide format plotters, which include the purchase of related supplies and maintenance for five years.
- Sound Transit is “piggybacking” on a copiers, printers, and related devices contract developed under the NASPO (National Association of State Procurement Officials) Value Point Cooperative Purchasing Organization Master Agreement between Canon USA, Inc.’s participating dealer, Canon Financial Services and the State of Washington Participating Addendum Contract No. 05214.
- Using the State contract allows Sound Transit to take advantage of a 15% to 20% discount offered in the Master Agreement.

BACKGROUND

In 2012, Sound Transit Information Technology along with the assistance of Design Engineering and Construction Management (DECM) made a decision to standardize wide format printing services. This action will allow for the agency to continue with this standard and replace all equipment that is at the end of its useful life. Continuing with the standard will provide the agency with consistent deliverables without having to readjust equipment settings for each type of deliverable.

This contract will provide sufficient funds to lease wide format devices and the purchase of related supplies and maintenance throughout the contract term.

FISCAL INFORMATION

The proposed action will be funded from the services category within the Finance and Information Technology (FIT) department and from operating rentals and leases within Design, Engineering & Construction Management (DECM) department annual operating budgets. The services category for the FIT budget is \$17,281,427 of which a total of \$35,000 is estimated to be spent in the first year of the contract. Operating rental and leases for the DECM budget is \$5,810,015 of which a total of \$28,000 is estimated to be spent in the first year of the contract. Both are within the agency’s budget authority. After approval of this action, the remaining annual budget amounts will be used to fund other department expenditures anticipated in the 2017 annual budget.

Funding for the additional years of the contract will be included in future annual budget requests.

Finance and Information Technology
(in thousands)

Cost Category	2017 Annual Operating Budget	Actuals to Date	This Action	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	\$20,981	\$4,059	\$	\$4,059	\$16,922
Services	17,281	3,650	35	3,685	13,597
Materials and Supplies	1,581	283		283	1,298
Utilities	953	184		184	769
Insurance	7,482	1,061		1,061	6,421
Miscellaneous	491	178		178	313
Interest Expense	18	1		1	17
Leases and Rentals	415	115		115	300
Total Annual Operating Budget	\$49,203	\$9,531	\$35	\$9,566	\$39,637

Design, Engineering and Construction Management

Cost Category	2017 Annual Operating Budget	Actuals to Date	This Action	Actuals to Date Plus Action	Remaining Annual Operating Budget
Salaries and Benefits	\$36,265	\$6,902	\$	\$6,902	\$29,363
Services	2,462	155		155	2,307
Materials and Supplies	41	4		4	37
Utilities	458	100		100	357
Insurance	35				35
Taxes	457	2		2	455
Miscellaneous	402	45		45	357
Operating Rentals and Leases	5,810	1,167	28	1,195	4,615
Total Annual Operating Budget	\$45,929	\$8,375	\$28	\$8,403	\$37,526

Contract Spending Plan	Forecast			Total
	Prior Year Spending	2017 Spending	Future Expenditures	
Canon USA, Inc.	\$	\$63	\$268	\$331

Contract Detail	Board Approved Contract Value	Contract Actuals to Date	Proposed Action	Proposed Revised Board Approved Contract Value
Canon USA, Inc.				
Services	\$	\$	\$231	\$231
Operating rental and leases			\$100	\$100
Contingency	-	-	-	-
Contract Amount - Total	\$	\$	\$331	\$331
Percent Contingency	0%	0%	0%	0%

Notes:

Actuals to date are thru March 31, 2017.

Budget detail can be found on pages 25 and 29 of the Adopted 2017 Budget book.

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Because this contract “piggybacks” onto the State contract with Canon USA, goals for participation were not established by Sound Transit.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would impact the replacement of existing wide format plotters, which have reached end of useful life.

ENVIRONMENTAL REVIEW

JI 4/6/2017

LEGAL REVIEW

JDW 4/27/2017

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a five-year lease with Canon Financial Services to provide leasing for wide format devices, and the purchase of related supplies and maintenance for a total authorized contract amount not to exceed \$330,839.

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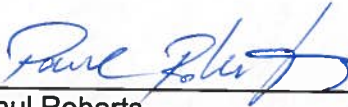
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This contract will provide sufficient funds to lease wide format devices and the purchase of related supplies and maintenance throughout the contract term.

MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a five-year lease with Canon Financial Services to provide leasing for wide format devices, and the purchase of related supplies and maintenance for a total authorized contract amount not to exceed \$330,839.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on May 4, 2017.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator