MOTION NO. M2017-61
Contract for Wide Format Devices

MEETING: Operations and Administration Committee
DATE: 05/04/2017
TYPE OF ACTION: Final Action
STAFF CONTACT: 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)

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
MOTION NO. M2017-61

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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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.

ATTEST:

Paul Roberts
Operations and Administration Committee Chair

Kathryn Flores
Board Administrator