To: Chairman Milde and the VRE Operations Board

From: Doug Allen

Date: June 20, 2014

Re: Authorization to Award a Purchase Order for Multi-function Copier Lease Agreement

Recommendation:

The VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a Purchase Order with Sharp Electronics Corporation of Mahwah, NJ in an amount not to exceed $79,740 for the lease of two (2) multi-function color copiers. The term of the lease agreement shall be for a period of one base year and four option years with the CEO exercising the option years at his discretion.

Background:

The two multi-function black and white copiers currently utilized at the VRE offices were obtained through an eVA (public procurement) lease agreement executed in 2006 with Ricoh. The copiers are presently leased on a month-to-month basis with supply, maintenance and repair costs paid as needed.

New color copiers with greater capacity and functionality are required to increase VRE’s in-house printing capabilities, thereby reducing the need to rely on outside sources to provide printed materials used to disseminate information to passengers and others. Additionally, the new copiers will also serve to replace two networked color printers and multiple black and white printers that are no longer supported by the manufacturer.
In December 2012, following a competitive Request for Proposals process, the National Joint Powers Alliance (NJPA) entered into Contract No. 100312-SEC with Sharp Electronics Corporation for copiers with related imaging equipment solutions, accessories, supplies and services. VRE intends to take advantage of this national cooperative price contract.

**Fiscal Impact:**

Funding is provided for in the FY 2015 operating budget for Administration and is expected to save approximately $6,800 annually in reduced outsourcing and printing supplies. Funding for future years will be included in each proposed annual budget.
WHEREAS, in 2006, VRE entered a lease agreement with Ricoh America, Inc. for two (2) multi-function black and white copiers; and,

WHEREAS, new multi-function color copiers will replace the existing multi-function black and white copiers as well as multiple networked printers, which are no longer being supported by the manufacturer; and,

WHEREAS, the new multifunction color copiers will reduce the need to outsource large color print jobs to third party printing companies.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Purchase Order with Sharp Electronics Corporation of Mahwah, NJ in an amount not to exceed $79,740 for a period of one base year and four option years with the CEO exercising the option years at his discretion.

Approved this 20th day of June, 2014

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Paul Milde
Chairman

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Gary Skinner
Secretary