



Administrative Services Committee Meeting

Meeting Date: January 27, 2025

Recommendation to Approve award of RFP 05-301 for Copier Lease Services to The Pollock Co.

Department:	Procurement
Presenter:	Andy Penick
Caption:	Motion to approve the award of RFP 25-301 Copier Lease Services to the Pollock Co. for a one (1) year contract with the option to extend for four (4) additional years.
Background:	<p>Procurement with the guidance of the Information Technology Department oversees the Copier Lease Services for Augusta. The current award for the copier lease agreement was a blanket contract in which we were paying for set number of copies. The Procurement Department and the IT department reviewed the various options to determine which option would save Augusta the most money.</p>
Analysis:	<p>RFP 25-301 was let with the intent to award a contract based on a set base fee and we are invoiced in arrears for the actual usage produced at a contract CMP rate. Two vendors responded. An evaluation committee was created consisting of member from various user departments of Augusta. The evaluation committee reviewed the responses. The Pollock Company received the highest score from the evaluation review.</p> <p>The Procurement and IT Departments entered into negotiations with The Pollock Company and reviewed the various options that were available. The Procurement Department is recommending that we move forward with the award to The Pollock Company.</p>
Financial Impact:	<p>The lease agreement shall compensate the Contractor a base monthly amount of tier installed and options chosen at the time of installation (\$.00). The department will be billed in arrears for the actual usage produced at a contract CMP rate. The average saving per department lease is estimated at a rate of 387% - 62% reduction in cost at rates from \$81.50 to \$322.40/month. A chart is attached to show the estimated savings per tier level.</p>
Alternatives:	Not to award.
Recommendation:	Award the lease to The Pollock Company for a one-year lease with the option to extend for four additional years.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

