

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

438



FROM: Purchasing and Fleet Services and
DPSS (Department of Public Social Services)

SUBMITTAL DATE:
March 1st, 2005

**SUBJECT: APPROVAL FOR THE MULTIPLE YEAR LEASE OF 49 COPIERS
FROM BURTRONICS BUSINESS SYSTEMS**

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve the three (3) year lease agreement with Burtronics Business Systems for the lease of forty-nine copiers in the annual amount of \$262,022.
- 2) Award the lease of these copiers to other than the low bidder due to local preference, in accordance with Ordinance No. 459.4, at an additional cost of \$32,204.

BACKGROUND: DPSS has 62 copiers to replace, but a utilization study concluded that by networking and eliminating under utilized copiers, the department could reduce the number of copiers to 49.

(CONTINUED – TWO PAGES IN TOTAL)

Robert J. Howdyshell

Susan Loew

Robert J. Howdyshell, Director
Purchasing and Fleet Services

Susan Loew, Interim Director
Department of Public Social Services

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|-----------------------|-------------------------------|-----------|-------------------------|-------|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$ 87,341 | In Current Year Budget: | Yes |
| | Current F.Y. Net County Cost: | \$ 3,494 | Budget Adjustment: | No |
| | Annual Net County Cost: | \$ 10,481 | For Fiscal Year: | 04/05 |

SOURCE OF FUNDS: Federal 56.3%, State 35.4%, County 4%,
Realignment funds 4.3%

| | |
|----------------------------------|--------------------------|
| Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| Requires 4/5 Vote | <input type="checkbox"/> |

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Dan Marting

Dept Recomm.: Policy
Per Exec. Ofc.: Policy
Consent Consent

Prev. Agn. Ref.:

District: ALL

Agenda Number:

TO: BOARD OF SUPERVISORS

DATE:
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**SUBJECT: APPROVAL OF MULTIPLE YEAR LEASE OF COPIERS FROM
BURTRONICS BUSINESS SYSTEMS**

PRICE REASONABLENESS: On behalf of DPSS, the Purchasing department issued formal Request for Quotation # PUARC-560 for 49 digital black and white copiers, requesting pricing options for both outright purchase and for a 36 month lease with option to buy. Bidders were also to include fixed maintenance and supply cost for the three-year period. Bids were sent to 20 potential vendors and advertised on the Internet. Fourteen (14) quotes were received, of which thirteen (13) were responsive. Bid responses ranged from \$753,861 to \$1,689,081 for a three-year period, including maintenance and supplies. A three-year life cycle cost analysis was performed to determine which proposal was most advantageous to the County. Because of funding source requirements and the life cycle cost analysis, it was determined by DPSS that it was more advantageous to acquire these copiers through a 36-month lease than to purchase them outright. The lease contains the governmental non-appropriation of funds cancellation clause and offers the option to buy the copiers at \$1 per copier at the end of the lease.

LOCAL PREFERENCE POLICY APPLIED: In October 1995, the Board of Supervisors approved a local vendor preference program. A statement informing bidders of the local vendor preference policy was included in the bid instructions. The lowest bid was submitted by Advanced Copy Systems (San Bernardino County) for \$753,861. The lowest responsive and responsible Riverside County firm, Burtronics Business Systems, submitted a bid of \$786,065 for a difference of \$32,204 over the three-year lease term. This differential is within the five percent approved by the Board.

FINANCIAL IMPACT: The previous three-year lease for fifty-three (53) copiers was for \$1,738,037, or \$579,346 a year. The new lease for forty-nine (49) copiers is for \$262,022 per year. This represents a savings of \$317,324 per year, over the previous three (3) year lease.