



Purchasing Summary

EVENT # 5399 **TITLE:** Multifunction Coper Equipment **COST:** Estimated amount of \$455,000.00

TYPE OF PROCUREMENT: RFP **ANNUAL CONTRACT** **ANNUAL MAINTENANCE AGREEMENT** **ONE TIME PURCHASE**

CONTRACT TERM (IF APPLICABLE)
November 9, 2017 – December 31, 2018

M/WBE (IF APPLICABLE)
N/A

MATRIX (IF APPLICABLE)

Proposer	Proposer's qualifications and experience, including support capabilities (20 points)	Technical capabilities (20 points)	References (15 points)	Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 points)	MWBE participation goals (10 points)	Fees (30 points)	Total (100 points)
Automated Business Resources, Inc.	19.8	20	14.8	5	0	30	89.6
Canon Solutions America, Inc.	18.5	20	14.5	5	0	25.3	83.3
Digital Office Equipment, Inc.	17	17.8	15	0	0	24.5	74.3
The Office People	17	17.8	15	5	4	15.3	74.1

NOTES

Recommend approval to award an annual contract for multifunction copier equipment to Automated Business Resources, Inc. in the estimated amount of \$455,000.00. The City of Savannah will use this contract to distribute multifunction devices throughout City offices. These devices will be connected to the City's network and will provide printing, copying, scanning, and faxing functionality. Existing devices will be removed and replaced with current models.

The method of procurement used was the request for proposal (RFP), which evaluates criteria in addition to cost. The criteria evaluated for this RFP were qualifications and experience, technical capabilities, references, local vendor participation, MWBE participation, and fees. No numerical MWBE goals were established for this project, but proposers were encouraged to achieve the highest possible MWBE participation and were allotted a maximum of 10 points in the evaluation criteria. The proposers were:

B.P. Automated Business Resources, Inc. (Savannah, GA) ^(B)	\$21,081.09*
Canon Solutions America, Inc. (Savannah, GA) ^(B)	\$24,979.04*
Digital Office Equipment, Inc. (Statesboro, GA) ^(D)	\$25,831.00*
The Office People (Savannah, GA) ^(E)	\$41,391.67*

A pre-proposal conference was conducted and seven vendors attended. (B) Indicates local, non-minority owned business (D) Indicates non-local, non-minority owned business. (E) Indicates local, woman-owned business (*) Indicates monthly pricing. The estimated amount of the contract is the amount the City anticipates spending on copier costs annually and is based on historical usage. Recommend approval.

Local Available: Yes

MWBE Available: Yes

Total Sent: 220

MWBE Sent: 39

Total Received: 4

MWBE Received: 1

Vendor Federally Debarred/Suspended: No