

## Purchasing Summary

<b>EVENT #</b> 5399	<b>TITLE:</b> Multi-Function Copier Equipment	<b>ESTIMATED COST:</b> \$288,055.00
<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>

**CONTRACT TERM (IF APPLICABLE)**  
January 1, 2020 through December 31, 2020

**M/WBE (IF APPLICABLE)**  
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.

**MATRIX (IF APPLICABLE)**

Proposer	Qualifications and Experience (20 points)	Technical Capabilities (20 points)	References (15 points)	Local Vendor 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 renew an annual contract for multifunction copier equipment to Automated Business Resources, Inc. (ABR) in the estimated amount of \$288,055.00. 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 multifunction copier equipment will be used City Wide.

This is the second of four renewal options available. This contract was originally awarded by Council on November 9, 2017 in the estimated amount of \$455,000.00.

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 vendor 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) <sup>(B)</sup>	\$21,081.09*
	Canon Solutions America, Inc. (Savannah, GA) <sup>(B)</sup>	\$24,979.04*
	Digital Office Equipment, Inc. (Statesboro, GA) <sup>(D)</sup>	\$25,831.00*
	The Office People (Savannah, GA) <sup>(E)</sup>	\$41,391.67*

A pre-bid conference was not conducted as this is an annual contract renewal. (B) Indicates local, non-DBE business. (D) Indicates a non-local, non-DBE owned business. (E) Indicates a local, woman-owned business. (\*) Indicates proposed 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

Total Sent: 220

Total Received: 4

MWBE Received: 1

Vendor Federally Debarred/Suspended: No