



Digital Color Printer System

Presented to: Organizational,
Services & Performance Monitoring
Committee

January 9, 2024

Project Overview

- The Support Services Department requires a color digital printing system to continue executing print jobs in its Copy Center. Print jobs are created for internal and external customers as well as GCRTA stakeholders.
- Obtaining new equipment will allow the Copy Center to continue to maintain our standard of producing above-average print materials for our various customers.

Project Overview

Background:

- Current equipment was leased from Xerox/ComDoc for a period of 5-years. Lease expired December 31, 2023.
- Staff conducted a cost-benefit analysis and determined that it was in the Authority's best interest to purchase rather than lease the new equipment.

Production

Copy Center print jobs include, but are not limited to, the following:

- Monthly Retiree Newsletters and Power & Way Newsletters
- HR New Hire Welcome Books
- Rail Operations Rule Books
- Schedule Change Documents: Bus & Rail Schedules, Route Books, Headways and Pick Packets
- ADA Applications
- Rider's Alerts
- Internal Audit Reports
- Engineering Progress Reports
- Tax Budget Books

Procurement Overview

- RFP issued July 3, 2023
- Accessed on the GCRTA website by four (4) interested parties
- Two (2) firms proposed
- A 0% DBE participation goal was established for this project

Procurement Overview

Evaluation Panel Members:

- Support Services
- Information Technology
- Marketing
- Office of Business Development
- Procurement

Procurement Overview

Evaluation Criteria:

- Quality & Durability
 - Options, features & functionality
- Cost
 - Equipment, delivery and installation, warranty and service, and training
- Qualification & Experience
 - References
- Support
 - Maintenance, service calls, training, and support materials

Procurement Overview

Recommended Firm:

- Lake Business Products
 - Located in Highland Heights, Ohio

Procurement Overview

Firm Experience:

- Locally owned since 1960
- Independently owned Female Business Enterprise
- Authorized Canon dealer for 35 years
- Proven experience in health care, education, law, and non-profit organizations
- Clients include Cleveland Clinic, Mayfield City Schools, Lake County, and Xpress Printing, among many others

Procurement Overview

Negotiated costs include:

- Digital Color Printer: \$173,511.00
- Maintenance & Support - including repairs, training, ink/toner for a five-year period: NTE \$113,310.00
- Staples, for a five-year period: NTE \$1,000.00

Procurement Overview

Recommendation:

Staff requests that the Organizational, Services & Performance Monitoring Committee recommend to the Board of Trustees an award to Lake Business Products for the purchase of a Digital Color Printer System, including installation, support, training, and supplies in a total amount not to exceed \$287,821.00.

Questions?