

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Gari Browning

DATE: August 13, 2008

SUBJECT: Approval of Purchase Order No. 3985 to Caltronics Business Systems

Consent Agenda Item

The vast majority of copiers currently in use on the Fremont campus were purchased between 7 and 10 years ago. Copier technology went digital in 2001. Old analog machines are now obsolete, with parts and technical know-how scarce. Ohlone College still has several of these analog copiers in use today.

With nearly 60 copiers of various sizes and age on the Fremont campus, coming to grips with a replacement strategy was daunting. A one-for-one replacement would be cost prohibitive; and, it would not take into account actual use, need, and current condition.

An analysis was done to identify the copiers on campus that require replacement, incorporate the needs of the department, consider the overall campus necessities, and recommend an upgrade strategy that is both realistic in cost and practical in function. The analysis considered the age, condition, number of copies made, and expected life cycle of all copiers on campus. The results were to recommend a total of 32 new replacements, redeployment of some machines, and, perhaps most importantly, the incorporation of Multi-Functional Devices (MFD) that provide copy, scan, print, fax and email capabilities.

With this new technology, 5 office machines can be replaced with one energy efficient unit that can be shared with a larger group of workers. The district is currently spending up to \$55,000 per year for outsourcing of printed material that could be done in-house. This is because there is no current capability on campus to do color copies, simple folding, binding, finishing, inserting, postcards, brochures, etc. Color copies made off-campus range from 49-79 cents per copy. With these new color MFD machines, both in the duplicating center and installed around the campus, our cost will range from less than 7 to 9 cents per copy. Energy savings and increased productivity will be additional benefits, not to mention the anticipated savings in paper with the scan/email function.

Failure to act now will result in the cost of maintaining the current machines increasing, continued down time for service and the need to replace these even older machines next year, when the funds may not be available.

The District has had a long and successful relationship with Caltronics and their line of Konica equipment. They have provided excellent service and maintenance on our aging copiers. The District would like to continue this beneficial relationship. Public Contract Code Section 20652 allows the District to purchase supplies and equipment through contracts entered into by other public agencies provided the equipment complies with the specifications of that bid or contract and the governing board has determined it is in the best interests of the District to do so. Caltronics was the successful bidder and won the contract for this equipment from Contra Costa Community College District. Ohlone would like to utilize this contract to take advantage of that bid's competitive pricing.

Funds for this purchase are provided under a one-time equipment allocation of \$208,790.10 approved by College Council in account code 10-0-20-67993-0000-56410 (capital planning) and, for the units that will be deployed in the new Student Services Building, from Measure A Bond \$63,301.64 from account number 42-1-23-71505-5915-56410 (Student Services Building Group II equipment.)

RECOMMENDATION

The President/Superintendent recommends the Board of Trustees make a determination that it is in the best interest of the District and approve purchase order no. 3985 in the amount of \$272,091.74, including tax, installation and training, for the purchase of 32 multi-functional copiers from Caltronics Business Systems per the terms of the contract with Contra Costa CCD.