

FORSYTH COUNTY
BOARD OF COMMISSIONERS

**BRIEFING
DRAFT**

MEETING DATE: MAY 8, 2017

AGENDA ITEM NUMBER: 8

**SUBJECT: RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A
CONTRACT FOR ON-SITE MANAGED PRINT AND MAIL SERVICES
(PURCHASING AND GENERAL SERVICES DEPARTMENTS)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:

SUMMARY OF INFORMATION:

The General Services Department is responsible for overseeing the County's contracted on-site managed print and mail services which are housed in the County's Service Center. The goals of managed print and mail services are to provide a responsive, customer friendly print and mail service, timely and dependable mail delivery, in house production of most print copy services, efficient management of operational stock item, and service optimization through the use of online tracking and ordering tools.

In 2015, General Services contracted with Ricoh USA to provide onsite mail and print services. This contract was for a two year period beginning July 1, 2015 and expiring June 30, 2017. Pricing for this contract was generated from a cooperative purchasing alliance known as US Communities. Under the two year agreement, Ricoh provided four staff members, including an onsite Manager, and an online submission tool for a FY16 cost of \$274,224 and a FY17 cost of \$285,192.

General Services only funded the labor and vehicle costs associated with the Service Center (FY16 and FY17 contract costs). All other costs associated with the Service Center, such as leasing costs for print production devices and per click copy rates, were funded by MIS as part of the County's larger multifunctional device lease. In an effort to centralize costs into one cost center, all elements of the Service Center's operation were combined into the 2017 Request for Proposals (RFP).

In March of 2017, County staff worked with the City/County Purchasing Department to create an RFP for on-site managed print and mail Services. The RFP requested proposals for a five-year period and pricing was to include four on-site staff members (one of which would be an on-site Manager), one mail delivery vehicle, adequate print production devices, and any leasing charges associated with the Provider's online submission tool. Proposals were received on April 18, 2017.

Two firms submitted proposals to provide on-site Managed Print and Mail Services: Ricoh USA and Prodigy Business Solutions. The firms were ranked by a selection committee consisting of the General Services Director, General Services Assistant Director, and the General Services Property Manager.

The selection committee members independently reviewed and evaluated each proposal based on the proposal's total cost and its responsiveness to the County's RFP. After evaluation, the committee members unanimously ranked the proposals in the following identical descending order with the firm recommended for award listed first:

Firm	Total Five Year Contract Price
Ricoh USA	\$1,939,341.67
Prodigy Business Solutions	\$2,241,064.16

The selection committee recommends a contract be awarded to Ricoh USA for a term of five years. A five-year breakdown of Ricoh's contract cost is shown below to include all charges associated with labor, equipment, vehicles, online submission tool and "per click" copy pricing. It should be noted that both labor and vehicle pricing will increase by 4% each year:

Year	Labor	Equipment	Vehicle	Online Tool	Per Click
1	\$259,825.80	\$47,879.16	\$12,020.04	\$9,743.64	\$35,764.58
2	\$270,218.83	\$47,879.16	\$12,500.84	\$9,743.64	\$35,764.58
3	\$281,027.59	\$47,879.16	\$13,000.88	\$9,743.64	\$35,764.58
4	\$292,268.69	\$47,879.16	\$13,520.91	\$9,743.64	\$35,764.58
5	\$303,959.44	\$47,879.16	\$14,061.75	\$9,743.64	\$35,764.58
Totals	\$1,407,300.34	\$239,395.80	\$65,104.41	\$48,718.20	\$178,822.90

*** "Per Click" pricing is based on an 18 month average of production history and a proposed RFP per click rate of \$0.0054 for black and white copies and \$0.0458 for color copies, per sheet.

As specified in the RFP, the contract will be for a term of five years beginning July 1, 2017 and ending June 30, 2022.

It is recommended by the County Manager, the General Services Director, and the Purchasing Director that a contract to provide on-site managed print and mail services be awarded to Ricoh USA for a five-year term at a not to exceed total price of \$1,939,341.67 during the five-year term.

ATTACHMENTS: YES NO

SIGNATURE: _____ DATE: _____
 COUNTY MANAGER

**RESOLUTION AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT
FOR ON-SITE MANAGED PRINT AND MAIL SERVICES
(PURCHASING AND GENERAL SERVICES DEPARTMENTS)**

WHEREAS, after due advertisement, proposals were received at 12:00 pm, Tuesday, April 18, 2017, in response to Forsyth County's Request for Proposals (RFP), to provide on-site managed print and mail services, and the following proposals were received which includes a five year not to exceed cost:

Ricoh USA	\$ 1,939,341.67
Prodigy Business Solutions	\$ 2,241,064.16

; and

WHEREAS, it is the recommendation of the County Manager, the County General Services Director, and the City/County Purchasing Director that a contract to provide on-site managed print and mail services for a term of five years beginning July 1, 2017 and ending June 30, 2022, be awarded to Ricoh USA at a not to exceed cost of \$1,939,341.67; and

WHEREAS, the County Chief Financial Officer has determined that sufficient funds are available to cover the cost of this contract.

NOW, THEREFORE, BE IT RESOLVED, by the Forsyth County Board of Commissioners, that a contract to provide on-site managed print and mail services for a term of five years beginning July 1, 2017 and ending June 30, 2022, is hereby awarded to Ricoh USA at a not to exceed total contract cost of \$1,939,341.67 during the five-year term and that all other proposals are hereby rejected.

BE IT FURTHER RESOLVED, that the County Manager and the Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a contract with Ricoh USA for on-site managed print and mail services in accordance with the provisions set forth herein, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute, on behalf of Forsyth County, subsequent contracts or contract amendments for these services within budgeted appropriations in the current and future fiscal years if these services are deemed necessary, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

Adopted this 8th day of May, 2017.