

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: March 14, 2012

Board Item: V-A-11
REVISED

Tabulation of Bids for Service and Supply of Printers and Copiers

Action by Consent

Action

Information

The Board requires maintenance services and supplies for its printer and copier fleet at its facilities in the Denver Metropolitan Area as well as at those facilities located in outlying areas.

The bid process was fairly extensive for this contract. Requests for Proposal were sent to 69 potential bidders, 39 of which were SBEs, and e-mailed to 10 SBE organizations. Denver Water received a total of six responses, one of which was an SBE. After a thorough reference check, the top three candidates (based on lowest price) were brought in for presentations to more fully explain their Proposals and to offer additional insights into what quality of service and support each of their respective companies could provide to Denver Water.

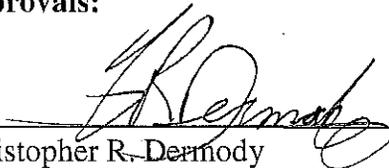
After further review of all options, it was determined that All Copy Products would provide the best value and quality of service to Denver Water for Schedule I (including the majority of the Board's imaging devices). As All Copy Products does not service Xerox devices, Schedule II has been awarded to Lewan & Associates, Inc. to service two Xerox devices currently under lease by the Board. The attached tabulation details estimated contract expenditures for each Proposer, based on cost per print for black and white and color pages, which was calculated from Denver Water's average volumes for prints.

Funds for these services are in the 2012 budget and will be included in the 2013 and 2014 budgets.

Recommendation:

It is recommended that the Board authorize the award of Contract No. 13940A to All Copy Products for Schedule I for \$250,000.00 and to Lewan & Associates, Inc. for Schedule II for \$20,000.00 to provide service and supply of printers and copiers for the period April 1, 2012 through March 31, 2014, for an estimated total contract amount not to exceed \$270,000.00.

Approvals:



Christopher R. Dermody
Director of Information Technology

Respectfully submitted,



James S. Lochhead
CEO/Manager



Angela C. Bricmont
Director of Finance