



Date: July 09, 2024
Current Meeting: July 18, 2024
Board Meeting: July 25, 2024

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Jennifer Pyrz
FROM: Chief Information Officer Marcus Burnside
SUBJECT: Consideration and Approval of Copier Lease Contract

ACTION ITEM A – 2

RECOMMENDATION:

In a manner consistent with IPTC procurement award standards, it is requested that the Board authorize the President/CEO to enter into a five-year contract agreement with Toshiba America Business Solutions, Inc. for copier lease and material services in an amount not to exceed \$281,300.

BACKGROUND:

Sharp Business Systems is the current contracted vendor for copier lease services outlined in RFP#19-01-308 for three years with two optional years. The awarded vendor was approved at the April 2019 IPTC Board of Directors Meeting. IPTC extended the contract for two optional years through July 2024 at the January 2022 IPTC Board of Directors Meeting. Due to the current contract expiring and the projected delivery schedule of replacement copiers, IPTC extended the contract with Sharp Business Systems until January 31, 2025.

DISCUSSION:

In March 2024, IPTC published an RFP for a new copier leasing and services contract. The Evaluation Committee met on July 1, 2024, and selected Toshiba America Business Solutions as the new vendor. Overall, Toshiba America Business Solutions offered the best solution to meet our requirements and price.

ALTERNATIVES:

The Board could choose not to contract copier leasing and services with Toshiba America Business Solutions. However, IPTC would lose the ability to print/copy/scan business documents, severely impacting its operations.

FISCAL IMPACT:

This project will be funded by the information technology operating budget. The Toshiba America Business Solutions copier leasing and services will be budgeted for \$56,260 annually from FY2025 to FY2029, totaling \$281,300. By comparison, the initial contract with Sharp Business Systems in FY2019 cost \$55,211 annually; however, the cost

increased to \$98,798 in FY2022, \$128,114 in FY2023, and \$92,440 in FY2024 due to the increase of devices (12 to 28) and co-termining the lease to expire in July 2024 (raising the monthly lease cost per device). IPTC will save \$36,180 annually on its current copier costs by executing a new copier lease and services contract.

DBE DECLARATION:

There is no DBE/XBE goal associated with this procurement.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on July 18, 2024.