



Date: January 13, 2022
Current Meeting: January 20, 2022
Board Meeting: January 27, 2022

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Chief Information Officer Marcus Burnside
SUBJECT: Consideration and approval of copier lease amendment

ACTION ITEM A – 4

RECOMMENDATION:

In a manner consistent with IPTC procurement award standards, it is requested that the Board authorize the President/CEO to approve an amendment to the contract with Sharp Business Systems to provide additional copier lease services in an amount not to exceed \$319,652.

BACKGROUND:

Sharp Business Systems is the contracted vendor for copier lease services outlined in RFP#19-01-308 for three years. The awarded vendor was approved at the April 25, 2019, meeting of the IPTC Board of Directors. The contract terminates in July 2022; however, an additional two optional years are available to exercise, extending the contract through July 2024. Due to the cost of leasing equipment rising, IPTC will be exercising the additional optional years to maintain the original 2019 pricing.

DISCUSSION:

IPTC will be expanding to two additional buildings in 2022 and 2023. As a result, additional copiers are needed at these locations for administrative functions. Currently, IPTC leases 12 copiers for its Headquarters location. After completing the W. Michigan Street location in February 2022, the number of leased copiers will increase to 16. With the East Campus Buildings, A and B completion in Q2/Q3 FY2022, the number of leased copiers will increase to 24. Finally, once the East Campus Garage is complete in Q1/Q2 FY2023, the number of leased copiers will increase to 28.

ALTERNATIVES:

The Board could choose not to award the contract amendment for copier lease services. However, IPTC will experience the inability to effectively utilize copy/print/scanning functions at its new locations.

FISCAL IMPACT:

The total cost of this procurement is \$98,798 in FY2022, \$128,114 in FY2023, and \$92,440 in FY2024. The funding for this project will be from the Information Technology operating budget. Below is the fiscal breakdown per year:

	# Units	Copier Amended Lease Install Date	Term / Mo.	Lease /unit	Total Monthly Lease Payment	Total Contract Lease Cost for Additional Copiers	FY2022 Cost	FY2023 Cost	FY2024 Cost
W. Michigan Street	4	2/1/2022	31	\$304.07	\$1,216.30	\$37,705.30	\$13,379.30	\$14,595.60	\$9,730.40
East Campus (Administrative)	8	3/30/2022	28	\$328.41	\$2,627.30	\$73,564.40	\$21,018.40	\$31,527.60	\$21,018.40
East Campus (Garage)	4	3/30/2023	16	\$549.73	\$2,198.90	\$35,182.40		\$17,591.20	\$17,591.20
					Total Contract Cost for Additional Copiers	\$146,452.10	\$34,397.70	\$63,714.40	\$48,340.00
					Total Contract Lease Cost for HQ (32 Mo.)	\$162,400.00	\$60,900.00	\$60,900.00	\$40,600.00
					Avg. Copier Print Overages (32 Mo.)	\$10,800.00	\$3,600.00	\$3,600.00	\$3,600.00
					Total Updated Contract Cost	\$319,652.10	\$98,897.70	\$128,214.40	\$92,540.00

DBE/XBE DECLARATION:

The procurement for copier lease services will be funded locally; therefore, DBE goals do not apply. Sharp previously utilized Putnam Industries for services and currently uses Eastern Engineering for repairs/supplies needed on IPTC's plotter.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on January 20, 2022.