

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 1/4/06
Department Name: General Services
Department No.: 063
Agenda Date: 1/17/06
Placement: Administrative
Estimate Time: 30 min on 2/7/06
Continued Item: No
If Yes, date from:

TO: Board of Supervisors

FROM: Bob Nisbet, Director
General Services Department

STAFF CONTACT: John McMillin, Purchasing Manager (568-2693)
General Services Department

SUBJECT: Waiver of Bid

Recommendations:

That the Board of Supervisors: set a hearing on February 7, 2006 to:

Allow the Purchasing Manager to extend the existing contract with Coastal Copy (a local vendor) to provide copiers and servicing to the County without having to proceed with a formal bid process.

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with Goal No. 4: A Community that is Economically Vital and Sustainable.

Executive Summary and Discussion:

In FY 2000/2001, the County entered into a contract with Coastal Copy, a Local Vendor, to supply copy machines. This contract was entered into after an extensive bid process in which over 20 submissions were pared down to five finalists on the basis of price and perceived ability to handle the account. Over 40 people evaluated the finalist's machines on ease of use and ability to attach to the County computer network. Coastal Copy was first in price, first in service capability, first in ease of use and second in network compatibility.

Over the last five years, The County has spent \$3,360,474 on this contract. The previous contract cost \$4,237,234 over five years. We saved over \$170,000 per year and got more and faster copiers. Now that the end of the current 5-year lease is coming up, our normal procedure would be to implement another complex bid process. General Services recommends that instead of doing that, the current contract be extended another 5 years. There are several reasons this would be best at this time:

1. Many of the machines currently being used have a great deal of life left in them. By staying with the same vendor, the County can keep these machines at a greatly reduced rate. They would all have to be replaced with new ones under a new contract. Departments would have the choice to go with new machines (that are very similar in price to what we have now, with greater capabilities) or stay with their existing machines at a reduced cost.
2. Coastal Copy has provided excellent service over the life of their contract. They have service centers both in Goleta and Santa Maria, so their response time is rapid in both North and South County.
3. With a local staff of 32, 16 of whom are copier technicians, they are by far the largest vendor of their type in the County. They are able to provide a preventive maintenance check each month and supply toner and other consumables at no additional cost, relieving staff of the need to be concerned with ordering these items. Most other vendors would not be able to do this. With such a large staff, additional training is always available and is easy to arrange.
4. With the recently passed 6% Local Vendor preference in place, it will be very difficult for any outside-the-county vendor to compete with a Local Vendor on price. No other local supplier has anything near the number of staff (and hence, the ability to support our needs) as Coastal Copy.
5. Any new vendor would have a considerable "learning curve" as they become familiar with the hundreds of locations, personnel, and individual needs of departments. Coastal Copy has a long history with the County, in both operations and accounts payable, and would have no transition difficulties supplying new machines and keeping up the old ones.
6. It is a natural extension of our Local Vendor Outreach to see that those local vendors that provide excellent service and pricing are offered the opportunity to continue the relationship with the County.

Mandates and Service Levels:

No change in service levels.

Fiscal and Facilities Impacts:

Costs cannot be predicted at this time, as each department will have different needs and make different choices. It is expected that costs will be approximately the same as the previous contact.

Concurrences:

County Counsel

Attachments: None