

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: February 9, 2016



Contra  
Costa  
County

Subject: Contract with Xerox Corporation For Leasing Copiers/Printers, Supplies & Maintenance

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## **RECOMMENDATIONS**

AUTHORIZE the Executive Director to execute a contract for services with Xerox Corporation to lease copiers and printers to the agency and to be provided copier and printer maintenance and supplies for a period not to exceed five years.

## **BACKGROUND**

HACCC currently has 16 copiers located throughout its offices. These copiers were purchased in 2008 as either used or refurbished products. HACCC has been responsible for the maintenance and supplies associated with the copiers since the machines were purchased. Most of the machines have reached their lifecycle and have begun to breakdown or malfunction with regularity. They have become a significant drain on resources both in terms of repair costs and declines in productivity.

In researching replacement options, it was determined that leasing the machines would present a better option than purchasing for HACCC. Leasing allows HACCC to obtain newer machines at a lower cost, provides more frequent servicing of the copiers/printers at a lower cost, and, the leasing agent will provide all copier supplies such as toner and replacement parts as part of the lease. Additionally, if a machine continuously malfunctions,

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Action of Board On: **02/09/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

AYE: Candace Andersen,  
Commissioner  
Mary N. Piepho,  
Commissioner  
Federal D. Glover,  
Commissioner  
Jannel George-Oden,  
Commissioner

ABSENT: John Gioia, Commissioner  
Karen Mitchoff,  
Commissioner  
Fay Nathaniel,  
Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 9, 2016

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

a replacement will be installed at no cost to the agency. HACCC will continue to use copiers/printers that it owns and that are still functional.

In preparing to bid out this contract, staff determined that HACCC could obtain more advantageous pricing by linking to a recently executed contract for copiers/printers and supplies between the City of Martinez and

## BACKGROUND (CONT'D)

Xerox Corporation. By doing so, HACCC did not have to incur the costs of advertising and administering the RFP.

HUD requires housing authorities to competitively procure goods and services, a process normally undertaken by each individual agency. However, HUD permits housing authorities to award contracts to firms selected by a state or local governmental agency in a competitive solicitation process. The state or local government's selection process must meet HUD's procurement guidelines and must have been for the same goods and services sought by the housing authority. HUD encourages housing authorities to procure goods and services in this manner in order to "foster greater economy and efficiency..."

The City of Martinez, a local governmental agency, is required to follow strict procurement procedures that meet or exceed HUD's procurement guidelines. On May 28, 2014, the City of Martinez issued a competitive Request For Proposals (RFP) for leasing of copiers and copier services and, on June 23, 2014, received sealed bids from three interested bidders.

Xerox Corporation was selected from the three bidders and was awarded a competitively solicited contract to lease copiers and provide copier services to the City of Martinez's government offices for a period of five years from April 29, 2015 through April 28, 2020.

Staff is recommending that we link onto the City of Martinez's procurement and award a contract to Xerox Corporation to lease thirteen copiers/printers to HACCC. The contract will also provide HACCC with copier services and supplies for the term of the contract. The total cost of the proposed contract will not exceed \$250,000 without additional Board approval.

## FISCAL IMPACT

The cost of this contract will not exceed \$250,000 and is funded by grants that the Housing Authority of the County of Contra Costa (HACCC) receives from the United States Department of Housing and Urban Development (HUD). The anticipated yearly amount of the contract falls within the amount presently budgeted for this purpose.

## CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to award the contract to Xerox Corporation, HACCC will be required to go out to bid for copiers and printers. This process will be lengthy and expensive and it is unlikely that HACCC will be able to obtain the level of discount provided by Xerox to the City of Martinez.

## CLERK'S ADDENDUM