



Office of the City Manager

CONSENT CALENDAR
December 5, 2023

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Henry Oyekanmi, Director, Finance
Subject: Contract No. 32000060 Amendment: Toshiba Contract for Multi-function Devices

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend the City’s contract with Toshiba (City Contract #32000060) through September 15, 2025, and to approve additional appropriations related for performance of this contract.

FISCAL IMPACTS OF RECOMMENDATION

Funds are available in individual departmental budgets. An additional \$210,000 is required to complete the current contract period due to increased products and services resulting from needs during pandemic, and continues going forward. The two-year extension period is estimated at \$200,000 per year (\$400,000 for two additional years). This brings the total projected expenditure over five (5) years to \$1,438,170.

CURRENT SITUATION AND ITS EFFECTS

The original Toshiba contract was approved in the amount of \$828,170, which was intended to provide funding for three years. The pandemic necessitated departments to add a few new products (for example, additional scanners). Additionally, Toshiba’s performance has been satisfactory to the City during the contract period.

The City intends to extend the contract with Toshiba for up to two (2) one-year periods to continue services. Estimated annual spend going forward is \$200,000* per year. A spend breakdown is listed in the table below:

Initial Contract Amount	\$ 828,170
Additional funds required for initial contract period	\$ 210,000
Funds for two-year contract extension	\$ 400,000
Total Not-to-Exceed Contract Amount	\$1,438,170

BACKGROUND

The City of Berkeley is a medium size account for copiers in a municipal government setting. Pricing obtained by the City was higher than that of larger cities. In 2019, City of Berkeley identified the Region 4 Education Service Center (ESC) contract, which leveraged several agencies combined to create a large account, but with similar multi-function device (printer/scanner/copier) needs. Region 4 ESC competed and awarded a multi-year contract to Toshiba prior to 2019, and the contract has been revised through May 2025. Region 4 ESC received advantageous pricing based on the size of their bid. The City of Berkeley is able to obtain the same pricing of the larger account by piggybacking on the Region 4 ESC contract, which is now part of Omnia Partners, a large and favorable government cooperative agency. Toshiba continues to attest to meeting the City of Berkeley's social responsibility certifications. The City is satisfied with Toshiba's quality and repair services, and, barring any major disruptions, or negative feedback, intends to continue with Toshiba for the contract extension period.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Toshiba units are stocked with 100% recycled paper. The units themselves are energy-star rated, and scanning is promoted vs. printing. Toner cartridges flow through the EcoSmart toner recycling program, in which the cartridges are reused until they no longer can be, at which time they are transformed into another product.

RATIONALE FOR RECOMMENDATION

The City has over 70 units dispersed throughout nearly all locations, and recompeting is not advantageous at this time.

ALTERNATIVE ACTIONS CONSIDERED

The City considered administering its own RFP, however, the city's copier needs are complex, and a new RFP would take several months to administer, and the cost to change vendors would be significant. Also, the city will not be able to enjoy the economic of scale by itself because its account is limited in size in contrast to this current contract. Thus, piggybacking on the new Region 4 ESC/Omnia Partners contract outweighs the City administering its own RFP at this time.

CONTACT PERSON

Josh Roben, Contract Administrator, Finance/General Services, 510-981-7324

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32000060 AMENDMENT: TOSHIBA CONTRACT FOR MULTI-FUNCTION DEVICES

WHEREAS, City Council approved Resolution 69,074-N.S. on September 10, 2019 approving the contract for copiers with Toshiba by piggybacking on the Region 4 Education Service Center's available contract; and

WHEREAS, City departments require ongoing copying, printing, and scanning services, and have departmental budgets for those; and

WHEREAS, the pandemic led to dramatic increase in scanning and electronic storage needs; and

WHEREAS, Toshiba continues to attest to compliance with the City's social responsibility requirements; and

WHEREAS, the benefits of continuing with Toshiba outweigh administering a City of Berkeley RFP at this time.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend and extend Contract No. 32000060 with Toshiba as required to continue to meet the copier/printer/scanner needs of City departments; the contract value is now not-to-exceed \$1,438,170 through FY 2025.

