

**GORDON COUNTY, GEORGIA
MEMORANDUM**

To: Board of County Commissioners
From: Martin Vaughn – Purchasing Director
Subject: Copier Lease
Date: April 29, 2014

County staff solicited for and received sealed written bids for leasing copiers (either 36 or 48 month lease). The bid was prepared and distributed to area vendors, posted on the county's web site, advertised on the State of Georgia procurement web site and an Invitation to Bid announcement was published in the Calhoun Times on March 5th and 12th, 2014. The deadline to submit a sealed bid was 2:00 p.m. on March 25, 2014.

County staff opened the bids at that time in a public bid opening.

The staff evaluated the copier requirements of the County and surveyed the various departments as to their required needs. The County IT department was consulted regarding the types of equipment and feature sets needed. Independent rating agencies were consulted as to quality of equipment and overall experience of ownership. The lease charge is to include all parts, labor, service charge, maintenance, initial set up, training and toner – no misc charges or fuel surcharges or other charges shall be charged in addition to the stated lease charge. The prices were to include 150,000 copies/prints/scans black and white per month total for all leased copiers. If the total of all copies/prints/scans for all copiers was less than or equal to 150,000 copies in any one month – then no per page copy overage charge would apply for black & white copies.

The following bids were received:

Vendor
Canon and Xerox Copiers Bid
Xerox Corporation (Marietta, GA) *1
MSA, Inc (Chattanooga, TN) *2
Gordon Document Products (Marietta, GA) *1
Canon Solutions America, Inc (Norcross, GA) *1
Standard Office Systems (Duluth, GA) *1 - *2
RJ Young Company - Canon (Rome, GA) *1
Non Canon or Xerox Bids
RJ Young Company - Ricoh (Rome, GA) *1
North Georgia Business Machines – Toshiba (Dalton, GA) *1
Jarrett's Business Machines (Dalton, GA) - Konica *1
Bid Received Late and Rejected
Sharp (Rome, GA)

*1 bid did not meet specifications regarding 150,000 copies

*2 some copiers did not meet minimum specifications

Of the nine (9) accepted bids - five (5) bids were for Canon copiers, one (1) bid was for Xerox copiers, one (1) bid was for Ricoh copiers, one (1) bid was for Konica Minolta copiers and one (1) was for Toshiba copiers.

No single bid met all the requirements of the bid specifications. A spreadsheet was constructed to evaluate the nine (9) bids based upon the estimated need for 22 copiers and the options for each. This sheet was for a 48 month lease. Only one bid (MSA) responded with the 150,000 copies included in the lease price. The other bids gave per copy charge or a number of copies per machine. In order to evaluate all bids - a 150,000 copy charge was added to the evaluation spreadsheet. See attached spreadsheet. The results of the monthly lease and copy charges are as follows:

Vendor and Copier Type	Estimated 48 Monthly Lease Charge
RJ Young Company - Ricoh (Rome, GA) *1	3,707.80
Xerox Corporation (Marietta, GA) *1 *2	4,172.30
RJ Young Company - Canon (Rome, GA) *1	4,184.15
Standard Office Systems (Duluth, GA) *1 - *2	4,307.00
Jarrett's Business Machines (Dalton, GA) - Konica *1	4,445.40
North Georgia Business Machines - Toshiba (Dalton, GA) *1	4,573.12
MSA, Inc (Chattanooga, TN) *2	4,790.62
Gordon Document Products (Marietta, GA) *1	4,844.35
Canon Solutions America, Inc (Norcross, GA) *1	4,890.05

The bids from Standard Office Systems, Xerox, RJ Young - Canon, RJ Young - Ricoh are extremely close bids. We compared several items to arrive at a recommendation - see below:

	Est. Monthly Lease Value	Per Copier Charge	Charge for Staples	Service Center	Level 5 Copier	Independent Evaluation	Use of Devices
RJ Young - Ricoh	Lowest Price	.007 per Page	Charges for Staples	Rome	Met Specs	Generally ranked as a good copier brand - Head to head not as reliable as Canon	Staff unfamiliar with Operation
Xerox	Very Competitive	Possibly more free copies	No Charge Staples	Atlanta	Did not meet Specs	Generally ranked above average - Head to head not as reliable as Canon	Staff unfamiliar with Operation
RJ Young - Canon	Very Competitive	.007 per Page	Charges for Staples	Rome	Met Specs	Generally ranked better than most - Generally more reliable than Ricoh and Xerox	Staff familiar with Operation
Standard Office Systems	Very Competitive	.0075 per Page	No Charge Staples	Duluth	Did not meet Specs	Generally ranked better than most Generally more reliable than Ricoh and Xerox	Staff familiar with Operation

The recommendation is to select RJ Young Company – Canon as the most responsive bid. The cost was very competitive, the independent companies rate Canon ahead of Ricoh and Xerox and there will be less of a learning curve for the users.

The bid from RJ Young – Ricoh was the lowest priced bid. This was a very good bid. The service center is closer than the Standard Office Systems and Xerox service centers. The independent ranking of the equipment ranked Ricoh below Canon and Xerox in ownership experience and below Canon in service and equal to Xerox. A head to head comparison using the Buyer Laboratory service of several of the copiers indicated the copiers to be less reliable than we would desire. All users are currently experienced in operating Canon equipment so there would be some learning curve. RJ Young does charge for staples, b/w and color copies.

The next lowest bid was Xerox. This was a very good bid. Xerox includes a variable number of copies at no charge per copier, so it is possible no per copy charge may be incurred. The color copy per page is .0496 per page and is the lowest bid. Xerox also does not charge for staples. – The independent ranking of the equipment ranked Xerox and Canon equal in ownership experience and Xerox below Canon in service. A head to head comparison using the Buyer Laboratory service of several of the copiers indicated the copiers to be less reliable than we would desire. All users are currently experienced in operating Canon equipment so there would be some learning curve. One of the copiers bid by Xerox (Level 5) did not meet the specifications. The service center for Xerox is in Atlanta and is slightly farther than the one for RJ Young.

The bid from RJ Young was also a very good bid. The Canon equipment in this bid ranked equal or better than the bids for Ricoh or Xerox. All users are currently experienced in operating Canon equipment so there would be little learning curve. The service center is the closest than the Standard Office Systems and Xerox service centers. The independent ranking of the equipment ranked Xerox and Canon equal in ownership experience and Canon above Xerox in service. A head to head comparison using the Buyer Laboratory service of several of the copiers indicated the copiers to be more reliable than other copiers bid by Ricoh and Xerox. RJ Young charges for staples, b/w copies and color copies.

The bid from Standard Office systems was also a very good bid. The Canon equipment in this bid ranked equal or better than the bids for Ricoh or Xerox. All users are currently experienced in operating Canon equipment so there would be little learning curve. The independent ranking of the equipment ranked Xerox and Canon equal in ownership experience and Canon above Xerox in service. A head to head comparison using the Buyer Laboratory service of several of the copiers indicated the copiers to be more reliable than other copiers bid by Ricoh and Xerox. Standard Office Systems does not charge for staples but does charge for b/w and color copies. The service center is in Duluth and is farthest away of the bids. One of the copiers bid by Standard Office Systems (Level 5) did not meet the specifications.

**Attached:
RJ Young – Canon Bid
JD Powers Rankings
Evaluation Spreadsheet**

BusinessWeek

Category: Copiers

Ranked by: Ownership Experience

Kyocera	● ● ● ● ●
Toshiba	● ● ● ● ●
Brother	● ● ● ● ●
Canon	● ● ● ● ●
Xerox	● ● ● ● ●
Kyocera	● ● ● ● ●
Sharp	● ● ● ● ●
Panasonic	● ● ● ● ●
Ricoh	● ● ● ● ●
Konica Minolta	● ● ● ● ●

KEY

Copiers

BusinessWeek has teamed with J.D. Power and Associates to let you compare customer satisfaction and product quality ratings.

Use the dropdown menus on the right to browse through the available rankings. Use the menu below to switch product types.

Choose Another Category

Data provided by JD Power

J.D. Power and Associates: Copiers - Mozilla Firefox

File Edit View History Bookmarks Tools Help

BW J.D. Power and Associates: Copiers

images.businessweek.com/tc/jdpower/copiers/

BusinessWeek

Category: Copiers

Ranked by: Ownership Experience

Toshiba	● ● ● ● ● ●
Kyocera	● ● ● ● ● ●
Kyocera	● ● ● ● ● ●
Xerox	● ● ● ● ● ●
Sharp	● ● ● ● ● ●
Brother	● ● ● ● ● ●
Canon	● ● ● ● ● ●
Ricoh	● ● ● ● ● ●
Panasonic	● ● ● ● ● ●
Imagist	● ● ● ● ● ●

KEY

- ● ● ● ● ● Among the best
- ● ● ● ● Better than most
- ● ● ● ● About average
- ● ● ● ● The rest

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BusinessWeek

Category

Ranked by

Kyocera	● ● ● ● ● ● ● ●
Sharp	● ● ● ● ● ● ● ●
Brother	● ● ● ● ● ● ● ●
Canon	● ● ● ● ● ● ● ●
Ricoh	● ● ● ● ● ● ● ●
Kyocera	● ● ● ● ● ● ● ●
Xerox	● ● ● ● ● ● ● ●
Konica Minolta	● ● ● ● ● ● ● ●
Toshiba	● ● ● ● ● ● ● ●
Panasonic	● ● ● ● ● ● ● ●

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