

BID AWARD RECOMMENDATION

To: Council Chair
Through: Dave Somers, County Executive

Date: July 13, 2023

From: Purchasing Division

RFP No: 23-017LY

General Legislative Session: July 19, 2023

Department: Finance/Purchasing

Product/Service: Copiers and Multi-Function Devices

Funding: Varies

BRIEF DESCRIPTION:

A competitive Request for Proposals was issued to obtain firm fixed pricing for copiers & multifunction devices. Contract award will result in three companies/manufacturers being placed on an Accepted Product Standards List from which County Departments may lease multi-function copy devices. The following two companies were the highest ranked and their device offerings are recommended to be placed on the Accepted Product Standards List for copiers & multi-function devices: Copiers Northwest, Inc. and Woodburn Company.

In accordance with RFP No. 23-017LY, proposals were ranked using the following evaluation criteria:

- Experience and Similar Projects
- References
- Equipment and Services
- Price/Cost

PROPOSERS:

1. **Copiers Northwest, Inc.**
2. Electronic Business Machines
3. Kelly Connect
4. Konica Minolta
5. Ricoh USA
6. Sharp Business Systems
7. **Woodburn Company**

Currently, the County has approximately 280 multi-function devices that are primarily leased. The award of this RFP will not affect those installed devices or the County's capability to utilize other contracts available.

AWARD AUTHORITY:

This bid award recommendation is before the County Council for approval to award in accordance with Snohomish County Code section 3.04.120, "Competitive bidding," and section 3.04.140(3) and (8), "Award, execution, by whom," which establish the County Council as the award authority for bids/contracts subject to bidding requirements greater than \$250,000. The County Council approves the bid award recommendation and authorizes the County Executive to execute an Agreement and subsequent amendments for the products/services described above.

AWARD RECOMMENDATION:

The Department Director endorses this bid award recommendation.

The Purchasing Manager, or designee, has electronically recommended this bid award on ECAF 2022-0853.

The County Executive, or designee, has electronically recommended this award on ECAF 2022-0853

APPROVED:

Jared Mead

8/9/2023

Council Chair

Date