

AGENDA REPORT

Resolution: Authorize the Executive Director to Enter into Supplemental Agreements with Ray A. Morgan Company for Managed Print Services and Equipment Lease for 3 Years in the Amount Not to Exceed \$362,250. **(Executive Office)**

MEETING DATE: 5/14/2020

AMOUNT: \$362,250 (Three Year Total)
Operating Expense

PARTIES INVOLVED: Ray A. Morgan Company, Pleasanton, CA
John Propersi, Vice President

SUBMITTED BY: Kyle Mobley, Director of Information Technology

APPROVED BY: Danny Wan, Executive Director

ACTION TYPE: Resolution

EXECUTIVE SUMMARY

This action would authorize the Executive Director to execute an agreement with Ray A. Morgan Company for Managed Print Services and equipment lease for no more than three years at a cost of \$362,250

BACKGROUND

In June 2015, the Port entered into two related agreements with Ray A. Morgan Company (RMC) to lease printers & copiers and to provide managed print services. These services include the repair and preventive maintenance of all copiers and printers at the Port. Over the past five years, the equipment provided by RMC has performed well, and RMC has provided excellent service and support. With the equipment being in good working order, the Port seeks to enter into supplemental agreements with Ray A. Morgan Company to continue managed print services and equipment lease for an additional three (3) years. All of their technicians are certified by the equipment manufacturers. Ray Morgan is also Port certified (#8700-20) as a Local Business Area Business Enterprise (LBABE).

ANALYSIS

RMC is agreeable to supplement the existing agreements for three years. The existing agreements expire in July 2020. Based upon current print volumes, the price per year for the supplemental agreements would be reduced to \$105,000. This compares with \$142,000 the Port pays under the current agreement. Port staff is also recommending a 15% contingency for an annual total of \$120,750 to allow for the Port add any needed printers or printing capabilities during the contract period.

Staff evaluated the possibility of soliciting new vendors through a formal request for proposal process. If the Port selected a new vendor, the Port would need to replace all printers and copiers at the Port, which would be highly disruptive and labor intensive to Port staff. Additionally, replacing the equipment is environmentally unfriendly as the existing equipment is still in very good condition. For these reasons, going through a request for proposals is not recommended at this time.

BUDGET & STAFFING

The agreements would total \$120,750 per year, for three years, not to exceed \$362,250. The cost will be reflected in the Fiscal Year 2021 proposed budget and subsequent year budgets.

There is no projected impact to Port staffing.

MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)

The matters contained in this Agenda Report do not fall within the scope of the Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) and the provisions of the MAPLA do not apply.

STRATEGIC PLAN

The action described herein would help the Port achieve the following goals and objectives in the Port's Strategic Business Plan (2018-2022).

<https://www.portofoakland.com/wp-content/uploads/Port-of-Oakland-Strategic-Plan.pdf>

1. Goal: Care for Our Environment

LIVING WAGE

Living wage requirements, in accordance with the Port's Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the "Living Wage Regulations"), do not apply to this agreement as the service provider does not employ 21 or more employees working on Port-related work. However, the service provider will be required to certify that should living wage obligations become applicable, the service provider shall comply with the Living Wage Regulations.

SUSTAINABILITY

Port staff completed the Sustainability Opportunities Assessment form for this action pursuant to the 2000 Sustainability Policy and updated procedures. Entering into supplemental agreements with RMC will retain existing equipment, so existing equipment would not be scrapped for new equipment. In addition, the consolidation of printers has reduced the total number of printers and the elimination of most individual printers encouraging staff to minimize printing and "think before they print". Port staff considered adaptation to climate change but determined there are no current opportunities.

ENVIRONMENTAL

The proposal to authorize the Executive Director to enter into supplemental agreements with Ray A. Morgan Company for managed print services and equipment leasing was reviewed in accordance with the requirements of the California Environmental Quality Act (CEQA) Guidelines. Section 15378 of the CEQA Guidelines defines a project by an agency as “an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” In particular, per section 15378(b), projects do not include “[c]ontinuing administrative or maintenance activities” or “[o]rganizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.” The proposed action entails management services and equipment leasing, with no potential for direct or indirect physical change in the environment. Therefore, this action is not subject to CEQA and no further environmental review is required.

GENERAL PLAN

This project is for professional services and will not directly include any alteration of property. Development projects that result from these professional services will be subject to separate findings of conformity with the City of Oakland General Plan in accordance with Section 727 of the Charter.

OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)

This action is not subject to the Port’s Owner Controlled Insurance Program (OCIP) as it is not a capital improvement construction project.

OPTIONS

- Authorize the Executive Director to enter into 1) three-year agreements for managed print services and equipment lease with Ray A. Morgan Company for an annual amount not to exceed \$105,000 with a 15% contingency for a total of \$120,750 per year, not to exceed \$362,250 over three years and 2) ancillary documents to consummate the transaction contemplated in this agenda report. This is the recommended action.
- Do not enter into an agreement for managed print services; however, the Port will need to do a formal request for proposal process that will result in additional costs and labor.

RECOMMENDATION

- Adopt a resolution to authorize the Executive Director to enter into 1) three-year agreements for managed print services and equipment lease with Ray A. Morgan Company for an annual amount not to exceed \$105,000 with a 15% contingency for a total of \$120,750 per year, not to exceed \$362,250 over three years and 2) ancillary documents to consummate the transaction contemplated in this agenda report.