



THE PORT  
OF LOS ANGELES  
Executive Director's  
Report to the  
Board of Harbor Commissioners

**DATE: OCTOBER 10, 2024**

**FROM: COMMUNITY RELATIONS**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AWARD OF CONTRACT NO. 40059 TO KONICA MINOLTA BUSINESS SOLUTIONS USA, INC. FOR THE LEASE OF PHOTOCOPIER EQUIPMENT**

**SUMMARY:**

Staff requests approval to award Contract No. 40059 (Contract) to Konica Minolta Business Solutions USA, Inc. (Konica) for photocopier lease services. The proposed Contract is a one-year contract, with two, one-year renewal options and an authorized funding amount not-to-exceed \$235,000 annually or \$705,000 over the three-year term, if all options are exercised. Through this Contract, Konica will supply and maintain photocopiers at various City of Los Angeles Harbor Department (Department) office locations. The Department is financially responsible for payment of expenditures under the proposed Contract.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve Contract No. 40059 with Konica Minolta Business Solutions USA, Inc. for a one-year term with two, one year renewal options at a not-to-exceed amount of \$235,000 annually;
3. Authorize the Executive Director to execute and the Board Secretary to attest to Contract No. 40059; and
4. Adopt Resolution No. \_\_\_\_\_.

**DISCUSSION:**

Background – The Department's most current contract leased 59 black and white photocopiers and eight (8) color copiers for an annual not-to-exceed amount of \$235,000. Rather than purchasing multifunctional photocopiers, the Department finds it more

**SUBJECT: AWARD OF CONTRACT NO. 40059 TO KONICA MINOLTA FOR PHOTOCOPIER EQUIPMENT**

economical to lease the photocopiers. Purchasing multifunctional photocopiers locks the Department into using one vendor and one level of technology. In addition, disposal of old photocopiers is difficult, and the cost of replacing all photocopiers at the same time is high. Leasing photocopiers allows the Department to replace machines that may be unreliable or technologically obsolete.

Selection Process – The Graphics Services Division submitted a purchase requisition to the Contracts and Purchasing Division (CPD) to authorize a new annual purchase order for these services. CPD released Request for Bid (RFB) No. F-1218, and it was advertised on the City of Los Angeles Regional Alliance Market Place (RAMP) and the Department website.

The RFB was viewed by 47 unique companies (Transmittal 1) and downloaded by 42 unique companies (Transmittal 2) per statistics on RAMP. Five (5) bids were received by the August 23, 2024 deadline. CPD prepared a recap for bids received (Transmittal 3). Konica was the lowest responsive, responsible bidder and staff is recommending approval of the award of Contract No. 40059 to Konica Minolta Business Solutions USA, Inc. (Transmittal 4).

Through this Contract, Konica will supply and maintain photocopiers at 12 Department office locations. It is anticipated that the Department will need to lease 52 black and white photocopiers, and 17 color copiers. Over the prior three fiscal years (FY), the Department expended an average annual amount of \$151,823 for photocopier equipment and services. The prior year expenditure for photocopier equipment and services was \$126,932. The funding authority requested in excess of this amount is to account for new photocopier equipment that may be required throughout the Contract, unanticipated maintenance services, and copy overage charges that incur when a machine exceeds the maximum allowable copies. The Contract amount of \$235,000 provides a maximum spending authority and is consistent with the FY 2024/2025 approved budget allocation for photocopier lease services.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is approval to award Contract No. 40059 to Konica for photocopier lease services, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Approval of the proposed action will grant Konica the award of Contract No. 40059 to supply and maintain photocopiers at 12 office locations at the amount not-to-exceed \$235,000 annually. If all renewal options are exercised, the maximum authorized expenditures for the entire term of the Contract will not exceed \$705,000.

DATE: OCTOBER 10, 2024

PAGE 3 OF 3

SUBJECT: AWARD OF CONTRACT NO. 40059 TO KONICA MINOLTA FOR PHOTOCOPIER EQUIPMENT

FY 2024/2025 funding in the amount of \$235,000 has been included within Account 561015 (Office Equipment Rental), Center 20400 (Graphics Services), Program 000. Should the Department choose to exercise its renewal options, future fiscal year finding will be requested to be budgeted as part of the annual budget adoption process in each future year, subject to Board approval. A funding-out has been included in the Contract.

**CITY ATTORNEY:**

The Office of the City Attorney has reviewed and approved the proposed Contract as to form and legality.

**TRANSMITTAL:**

1. CR\_Bid No.F-1218 Views
2. CR\_Bid No.F-1218 Downloaded
3. CR\_Bid No.F-1218 Bid Recap
4. Contract No. 39940, Formal Bid No. F-1218

FIS Approval: JS  
CA Approval: JC



CECILIA MORENO  
Director of Community Relations



DAVID LIBATIQUE  
Deputy Executive Director

APPROVED:

*Erica M. Calhoun* for

EUGENE D. SEROKA  
Executive Director  
Author: D.Thompson