



**THE PORT
OF LOS ANGELES**

Executive Director's
Report to the
Board of Harbor Commissioners

DATE: JUNE 18, 2025

FROM: COMMUNITY RELATIONS

**SUBJECT: RESOLUTION NO. _____ - APPROVAL OF
CONTRACT WITH SHARP ELECTRONICS CORPORATION, INC. FOR
THE LEASE OF PHOTOCOPIER EQUIPMENT**

SUMMARY:

Staff requests approval of a Contract with Sharp Electronics Corporation, Inc. (Sharp) 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, Sharp 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 the contract with Sharp Electronics Corporation, 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 the contract associated with bid F-1245; and
4. Adopt Resolution No. _____.

SUBJECT: APPROVAL OF CONTRACT WITH SHARP ELECTRONICS CORPORATION, INC FOR PHOTOCOPIER EQUIPMENT

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 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-1245, and it was advertised on the City of Los Angeles Regional Alliance Market Place (RAMP) and the Department website.

The RFB was viewed by 24 unique companies (Transmittal 1) and downloaded by 22 unique companies (Transmittal 2) per statistics on RAMP. Four (4) bids were received by the April 18th, 2025 deadline. CPD prepared a recap for bids received (Transmittal 3). Sharp was the lowest responsive, responsible bidder and staff is recommending approval of the award of Bid F-1245 to Sharp Business Systems of Southern California Branch of Sharp Electronics Corporation, Inc. (Transmittal 4).

Through this Contract, Sharp 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 2025/2026 approved budget allocation for photocopier lease services.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval to award a contract to Sharp 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.

SUBJECT: APPROVAL OF CONTRACT WITH SHARP ELECTRONICS CORPRATION, INC FOR PHOTOCOPIER EQUIPMENT

FINANCIAL IMPACT:

Approval of the proposed action will grant Sharp the award of a contract to supply and maintain photocopiers at 12 office locations at an 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.

FY 2024/2025 funding in the amount of \$235,000 has been included within Account 561015 (Office Equipment Rental), Division 20400 (Creative Services), Project P60000004. Should the Department choose to exercise its renewal options, future fiscal year funding 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 clause 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-1245 Views
- 2. CR_Bid No.F-1245 Downloaded
- 3. CR_Bid No.F-1245 Bid Recap
- 4. CR_Formal Bid No. F-1245

FIS Approval: JS

CA Approval: SO



CECILIA MORENO
Director of Community Relations



DAVID LIBATIQUE
Deputy Executive Director

APPROVED:

Erica M. Calhoun for

EUGENE D. SEROKA
Executive Director