

To: John Vasquez, Chair  
and Members of the Board of Directors

From: Mat Ehrhardt, P.E., Executive Director/APCO *ME*

Date: October 14, 2020

**Subject: Approve District to seek requests for quotes (RFQ) pertaining to copy and print services**

**Recommended Action**

Authorize the Administrative Services Manager to request a minimum of three quotes for services utilizing county, state, or federally negotiated contracts for copy and print services.

**Reason for Recommended Action**

At the March 2020 Board of Director's meeting, an informational item was presented outlining an RFP for copy and print services. COVID 19 closed the District and many companies, making an RFP almost impossible to complete. Many of the companies that were seeking to issue a proposal had minimal staffing and were not able to demonstrate the products we were interested in testing. The closures were seen as a temporary situation, but COVID 19 has impacted the District and companies for much longer than expected. An alternate to an RFP is a Request for Quotes (RFQ).

**Background**

In 2010, the District entered into a contract with Caltronics Business Systems for a five-year lease and maintenance agreement for photocopier services. The lease and maintenance agreements were renewed for another five years and expired on June 30, 2020. The District requested a month to month maintenance agreement to maintain continuity of services.

Following the District's Purchasing Policy, an RFP is required for the purchase of capital assets or obtaining professional services costing more than \$10,000. Also, within the District's Purchasing Policy, there is an allowance to use county, state, or federally established bid and contract lists. These are contracts that have already been vetted through the RFP process and can be utilized by other government agencies. It is common practice for special districts to use such agreements. The District is asking for authorization to obtain RFQ using these contracts.

The policy states that Board approval for the RFP is not required, but recommended to advise the Board of potential large contracts. The contract itself, if over \$10,000, does require Board approval.

**Budget Impact**

Estimated expenses are a budgeted line item, and funding is available for the estimated cost of services.