



# NEWPORT BEACH

## City Council Staff Report

January 24, 2023  
Agenda Item No. 10

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** Tara Finnigan, Assistant City Manager - 949-644-3001,  
tfinnigan@newportbeachca.gov

**PREPARED BY:** Melanie Franceschini, Management Analyst  
mfranceschini@newportbeachca.gov

**PHONE:** 949-644-3028

**TITLE:** Maintenance/Repair Services Agreement with C3 Office Solutions LLC dba C3 Tech for Copier Maintenance and Repair Services

---

### **ABSTRACT:**

Staff recommends the City of Newport Beach (City) enter into a professional services agreement with C3 Office Solutions LLC dba C3 Tech for copier maintenance and repair services. The firm was selected after a detailed Request for Proposals process. The recommended agreement is for a five-year term for a total not-to-exceed cost of \$260,443.60.

### **RECOMMENDATIONS:**

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve the Maintenance/Repair Services Agreement with C3 Office Solutions LLC dba C3 Tech for copier maintenance services for a five-year term, ending January 25, 2028, and a total not-to-exceed amount of \$260,443.60, and authorize the Mayor and City Clerk to execute the agreement.

### **DISCUSSION:**

#### **Background**

The City owns 26 copiers located throughout the following facilities: the Civic Center, Police Department Headquarters, Lifeguard Headquarters, OASIS Senior Center, Central Library, Utilities Department, Marina Park and Municipal Operations' Corporate Yard. The Information Technology (IT) Division oversees the maintenance and operations of the City's IT infrastructure, including the networking and general management of the City's copier inventory. The copiers require proactive maintenance and, on an as-needed basis, repairs. This service has been contracted out for over 10 years.

**Request for Proposals and Evaluation**

Staff developed a Request for Proposals (RFP) solicitation containing requirements and a scope of services detailing a need for maintenance and repair services related to the 26 copiers owned and operated by the City. The RFP was published September 14, 2022, when it was posted on the City’s electronic public procurement platform, PlanetBids, and distributed directly to known consultants providing these services. The RFP submission deadline was October 3, 2022, and the process yielded two proposals.

This RFP was evaluated by a panel consisting of staff from the City’s Information Technology Division, reviewing each proposal and rating them on the following technical factors:

- Qualifications and experience of the proposer;
- Demonstrated experience and subject matter expertise in providing the requested services; and
- Ability to deploy and perform requested services.

**Cost Ratio Analysis**

	<b>C3 Office Solutions LLC dba C3 Tech</b>	<b>Sema Inc dba Cell Business Equipment</b>
<b>Black/White (per copy)</b>	\$0.0045	\$0.006
<b>Color (per copy)</b>	\$0.045	\$0.045
<b>Total</b>	\$0.0495	\$0.051
<b>Average Print Volume Black/White</b>	\$567.11	\$756.15
<b>Average Print Volume Color</b>	\$2,945.57	\$2,945.57
<b>Average Print Volume Total</b>	\$3,512.68	\$3,701.72

In order to calculate the average print volume sample pricing, the Finance Department’s Purchasing Division multiplied the provided rate by the average monthly volume for the City’s copiers. The average figure is 126,025 for black/white copies and 65,457 for color copies.

**Overall Scoring**

<b>Proposer</b>	<b>C3 Office Solutions LLC dba C3 Tech</b>	<b>Sema Inc dba Cell Business Equipment</b>
<b>Technical Score</b> <i>Maximum 70.00</i>	64.67	63.00
<b>Cost Ratio Score</b> <i>Maximum 30.00</i>	30.00	28.47
<b>Aggregate Score</b> <i>Maximum 100.00</i>	94.67	91.47
<b>Overall Rank</b>	1	2

C3 Office Solutions LLC dba C3 Tech was ranked by the evaluation panel as the top-rated proposer for copier maintenance and repair services. This firm has previously serviced the City’s copiers and is capable of servicing the various different copier brands and models.

**Conclusion**

Given the expertise and experience that C3 Office Solutions LLC dba C3 Tech can provide to support the City’s copiers, staff recommends the approval of the five-year maintenance and repair agreement in the not-to-exceed amount of \$260,443.60.

**FISCAL IMPACT:**

The adopted budget includes sufficient funding for this purchase. It will be expensed to the Maintenance Copiers account in the Information Technology Operations Division, 76420203-851011.

**ENVIRONMENTAL REVIEW:**

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**NOTICING:**

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

**ATTACHMENT:**

Attachment A – Maintenance/Repair Services Agreement