Transit Authority of River City

# MEMORANDUM

**To:** TARC Board of Directors

**From:** Ozzy Gibson, Executive Director

**Date:** July 23, 2025

**Re:** Resolution 2025 – 32 PRINTER PURCHASE AND SERVICE (RFQ 20251928)

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For the past decade, TARC has utilized Lang Company as our printer and copier service provider. In July 2024, Lang Company was acquired by Marco, a national printer and copier provider out of Minnesota, and has since increased its pricing.

This past June, the Procurement Department issued a Request for Quote (RFQ) 20251928 for the purchase and servicing of TARC's printer and copier equipment and was advertised in TARC's Bonfire. The department conducted an independent cost estimate to forecast the cost of the printer purchase and support services. On June 21, 2025, TARC received proposals from six (6) responsive and responsible vendors. Staff from several departments evaluated and independently scored the six proposals. Four (4) proposals were short-listed. The four vendors short-listed were Prosource, Visual Edge, Marco Technologies, and Konica Minolta.

A request for clarification in the form of a survey of technical features and functionalities were requested from the short-listed proposers. After a review of the technical survey questionnaire, the evaluation committee once again rated the four proposals. Factors considered during the evaluation process included features and functionality, references, and costs. Additionally, a Best and Final Offer (BAFO) was requested from each of the four (4) short-listed proposers. After scoring and careful consideration, the evaluation committee unanimously recommends an award to Prosource for an initial term of three (3) years with two (2) optional one-year renewals. The total term life of the contract is five (5) years.

Prosource's proposal presented a significantly more cost-effective and best value solution to TARC. Prosource pricing includes the following:

1. Initial three (3) year term service and maintenance include all toner supplies $102,220.
2. Optional two (2) year term service and maintenance include all toner and supplies $68,146.
3. Printer and copier equipment purchase and replacement pricing refer to Exhibit B-Pricing Form.

This Resolution seeks approval for the Board of Directors to authorize the Executive Director to negotiate and enter into a contract for an initial term of three (3) years in the amount of $102,220 with an option of two (2) one-year renewals in the amount of $68,146. A total of not-to-exceed amount of $170,366 is expected over the life of the contract.

Please call me at 561-5100 if you have any questions. Thank you.

Transit Authority of River City

# RESOLUTION 2025-32
# PRINTER PURCHASE AND SERVICE

A Resolution authorizing the Executive Director to negotiate and enter into a contract with Prosource for an initial term of three (3) years in the amount of $102,220 and an option of 2 one (1) year renewals in the amount of $68,146 with a total life of the contract not-to-exceed $170,366. Printer and copier equipment purchase and replacement pricing as agreed upon by both parties.

**WHEREAS,** TARC seeks a qualified provider to furnish new printer equipment and provide ongoing service and maintenance for its printer and copier fleet; and

**WHEREAS,** six (6) responsive proposals were received from providers of printer and copier equipment and services; and

**WHEREAS,** an evaluation committee comprised of knowledgeable TARC staff from relevant departments evaluated and scored each of the proposals; and

**WHEREAS,** four (4) proposals were shortlisted and progressed to Step-2; and

**WHEREAS,** following the Step-2 procurement and completion of the technical questionnaire, the evaluation committee evaluated and scored the four (4) proposals, which were determined to fall within a competitive range, and thus were deemed fair and reasonable; and

**WHEREAS,** Best and Final Offers were requested from each of the shortlisted proposers; and

**WHEREAS,** the evaluation committee recommends an award to Prosource as the best value solution for TARC; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Transit Authority of River City that:

The Executive Director is hereby authorized to negotiate and enter into a contract with Prosource for an initial term of three (3) years in the amount of $102,220 and an option of two one (1) year renewals in the amount of $68,146 with a total life of the contract not-to-exceed $170,366. Printer and copier equipment purchase and replacement pricing as agreed upon by both parties.

**ADOPTED THIS 26TH DAY OF AUGUST 2025**

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**Abbie Gilbert, Chair of the TARC Board of Directors**