



Midpeninsula Regional  
Open Space District

## PROCUREMENT AGENDA ITEM

R-26-38  
Meeting 26-09  
March 25, 2026

## AGENDA ITEM 5

### AGENDA ITEM

Award of Contract for 2026-2030 Multi-Function Printer Lease and Service Agreement

### GENERAL MANAGER'S RECOMMENDATIONS

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1. Authorize the General Manager to enter a 48-month lease with Sharp Business Systems for nine (9) printer machines, at a rate of \$1,851.41 per month, plus a one-time \$125 origination fee, for a total amount of \$88,993.
2. Authorize an allocation of \$19,680.48 under the lease for projected printer usage, at a rate of \$0.0077 per page for black and white copies and \$0.045 for color copies, for new total amount of \$108,673.
3. Authorize an allowance of \$10,000 for additional printing if usage exceeds the estimate above, bringing the total not-to-exceed amount to \$118,673.

### DISCUSSION

On April 25, 2022, the Midpeninsula Regional Open Space District (District) entered into a 48-month Multi-Function Printer Lease and Service Agreement with Pacific Office Automation for the lease of eight (8) Sharp printer machines, which is now expiring. Separately, the District owns a Sharp printer that is at end-of-life, with parts no longer supported or serviceable by Sharp. Replacing this printer as well brings the to nine (9) printers.

A prior contract was awarded in 2022, shortly after the pandemic and the return-to office transition. The printer models selected are the closest comparable models to the current fleet, ensuring continuity in functionality, performance and price. The District requested quotes from three companies utilizing cooperative contracts: Canon USA, Sharp Business Systems, and Global Office Automation. Sharp Corporation was selected based on pricing for the 48-month lease term.

The proposed new lease agreement will span 48 months, from the end of April 2026 through April 2030. Future payments would be made monthly and include usage payments per page printed. Projected usage counts have been estimated based on the usage under the current lease. Additional funds may be requested in the future if usage exceeds the estimate.

**BUDGET / FISCAL IMPACT****The current fiscal year budget contains:**

- sufficient funds.
- insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other budgets to cover for this expenditure.
- insufficient funds; approval of this item requires a fiscal year budget augmentation.
- future fiscal year budgets will include additional funds to complete the contracted work.

**Measure AA**

- No, this contract is not part of a Measure AA project.
- Yes, this contract is part of a Measure AA project.

**PROCUREMENT PROCESS AND SELECTION**

The District is utilizing a cooperative contract due to the wide availability of cooperative purchasing opportunities with competitive pricing for this type of service. Three quotes were solicited and all vendors were able to provide machines that meet District needs. The vendor with the lowest price was selected.

<b>Consultant</b>	<b>Location</b>	<b>Proposed Fee</b>	<b>Cost Over 48 months</b>
Canon USA	San Jose CA	\$1,567.48 month (lease) \$0.0085/page B&W, \$0.063/page Color	\$1,567.48 x 48 = \$75,216 206,861 x 0.0085 = \$1,758 386,521 x 0.063 = \$24,350 Total = \$101,325
Sharp Business Systems	Pleasanton, CA	\$1,596.00 month (lease) \$0.0077/page B&W \$0.0453/page Color	\$1,596 x 48 = \$76,608 206,861 x 0.0077 = \$1,592 386,521 x 0.0453 = \$17,509 Total = \$95,710
Global Office Automation	San Francisco, CA	\$2,234.00 month (lease) \$0.008/page B&W \$0.08/page Color	\$2,234 x 48 = \$107,232 206,861 x 0.008 = \$1,654 386,521 x 0.08 = \$30,921 Total = \$139,808

Sharp Business Systems provided the lowest overall cost. All the quotes listed above are net of taxes and fees. The table below adds in the taxes and fees for the lowest bidder (Sharp) to ensure sufficient funding on the contract.

<b>Sharp Business Systems Total Cost including Fees, Taxes, and Allowance</b>	
<b>Lease</b>	\$88,993.00
<b>Usage</b>	\$19,680.00
<b>Allowance</b>	\$10,000.00
<b>Grand Total</b>	<b>\$118,673.00</b>

Lastly, the current contract with Pacific Office Automation did not have an escalation clause. When including an escalation clause and a 9<sup>th</sup> printer, the Pacific Office Automation pricing would be approximately \$95,000. Sharp Business Systems including taxes and fees is approximately \$108,000.

### **PRIOR BOARD ACTION SUPPORTING THE PROJECT**

The total cost of the original 2022-2026 lease agreement for eight printer machines was \$49,500 and executed under the General Manager's authority. On October 22, 2025, after average usage fees were more accurately determined, the Board authorized an increase to the contract amount by \$20,000 (R-25-131). As noted above, with escalation and a 9<sup>th</sup> printer, the cost would have been closer to approximately \$95,000.

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

### **NEXT STEPS**

Upon Board approval, the General Manager will direct staff to enter into this four-year agreement with Sharp Business Systems.

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