

SECOND

FLOOR

XEROX

MACHINE



Alaska State Legislature

SENATE

Rules Committee

Senator R. I. Eliason, Chairman
Senator William Hensley, Vice-Chairman
Senator John Binkley
Senator Jan Faiks
Senator Lloyd Jones

P.O. Box V
State Capitol
Juneau, Alaska 99811
(907) 465-3770

JUSTIFICATION FOR SOLE SOURCE CONTRACT FOR PURCHASE OF XEROX 1090 COPIER FOR SECOND FLOOR OF CAPITOL

This purchase qualifies for the exemption from solicitation requirements as provided for in Sec. 040 (2) of the Procurement Procedures for the following reasons:

- * Most of the Legislature's copier machines (including all of the newest ones) are Xerox brand now, thus it is advantageous to again purchase a Xerox so that users can move between machines without separate training, and so that the same repair personnel can be utilized for the maintenance of the various machines.
- * The Xerox machine has a number of features which meet the particular needs in the Capitol which are not available in the other brand machines.
- * The experience of the Legislative staff has been that the Xerox machines have performed and held up in a manner far superior to other brands which have been used in the Capitol.
- * The need for a replacement copier is immediate and the Xerox machine can be shipped quickly and be in use very soon.



Official Business

Alaska State Legislature

House of Representatives

Committee on Rules

P. O. Box V
Juneau, Alaska 99811

Phone:
(907) 465-3764
465-3765

MEMORANDUM

January 19, 1987

To: Senator Dick Eliason, Chairman
Senate Rules Committee

From: Rep. Mike Navarre, Chairman
House Rules Committee

Subject: Xerox machines - Capitol Building

I understand that if we get these contracts signed today or tomorrow, Xerox can meet their shipping date and we may receive the replacement copy machines for the Ground floor and Second Floor as early as the first week of February.

Since only one of the Rules Committees is required to meet and approve these lease/purchase agreements, I would greatly appreciate it if you could meet in order to get this moving. Our Rule requirements over here would not allow us to meet until next Monday - (unless we want to pass a concurrent resolution requesting waiver of Rule 23).

I understand the stress level generated by the daily problems we are having with these machines is at an all time high and I would like to see them replaced as soon as possible.

Thank you.

set out in the solicitation.

(b) The procurement officer shall award a contract based on a solicitation to the lowest responsible and responsive Alaska bidder if the bid is not more than five percent higher than the lowest nonresident bidder's. In this subsection, "Alaska bidder" means a person who

(1) holds a current Alaska business license;

(2) submits a bid for goods, services, or construction under the name as appearing on the person's current Alaska business license;

(3) has maintained a place of business within the state staffed by the bidder or an employee of the bidder for a period of six months immediately preceding the date of the bid;

(4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship, and the proprietor is a resident of the state or is a partnership, and all partners are residents of the state; and

(5) if a joint venture, is composed entirely of ventures that qualify under (1) - (4) of this subsection.

Sec. 147. DETERMINATION TO AWARD A CONTRACT TO A NONRESIDENT. If the procurement officer awards a contract to a person who does not reside or maintain a place of business in the state and if the supplies, services, professional services, or construction that is the subject of the contract could have been obtained from sources in the state, the procurement officer shall issue a written statement explaining the basis of the award. The statement required under this section shall be kept in the contract file.

Sec. 150. PREPARATION AND AWARD OF CONTRACTS. (a) A contract must be self-contained and written with care and thoroughness.

(b) An authorization signed by the persons required to authorize a contract or amendment to a contract shall be attached to the contract or amendment and filed under sec. 200 of these procedures. Contracts and amendments to contracts must be authorized as follows:

(1) contracts of the Finance Committees or the Rules Committees must be authorized by a majority of the members of the committee except that contracts for professional services under \$25,000 may be authorized by the chair of the committee;

to provide the required services, professional services, supplies, or construction may be substituted for direct solicitation or used jointly with direct solicitation of bids or proposals.

(c) The procurement officer shall give notice of the solicitation at least 21 days before the date for the opening of bids or proposals unless the officer makes a determination in writing that a shorter notice period is necessary for a particular solicitation.

(d) If an insufficient number of firms or persons have the expertise required to enable an agency to solicit the number of bids or proposals required under (a) of this section, the agency shall solicit bids or proposals

(1) from each person or firm listed on the appropriate contractor list that appears to possess the required expertise;

(2) from each person or firm responding to the solicitation given under (a) of this section that appears to possess the required expertise; and

(3) from any person or firm with the required expertise of which the contracting agency or committee may be aware.

(e) A legislative committee may request the Legislative Affairs Agency to carry out the committee's responsibilities under this section.

Sec. 040. EXEMPTIONS. (a) A contract is exempt from the solicitation requirements of sec. 030 of these procedures if

(1) there is a single source of the required services or supplies; or

(2) one person or firm can clearly provide the required services more satisfactorily because of the person's or firm's prior work.

(b) An exemption in (a) of this section applies only if it is approved by the procurement officer, and in the case of a contract for a legislative committee, by a majority of the committee members. A written justification signed by the procurement officer that details the reasons for the exemption shall be attached to the contract and filed under sec. 200 of these procedures as a public record. The written justification shall also be signed by the committee members that approve the exemption in the case of a contract for a legislative committee. A contract proposed for award

under the exemptions in (a) of this section is not valid unless the required approval is received.

Sec. 045. SMALL PROCUREMENTS. (a) Professional services contracts that do not exceed \$25,000 are small procurements and are not subject to the solicitation methods set forth in sec. 030 of these procedures. Small procurements are subject to the provisions of secs. 142 and 147 of these procedures. A small procurement that is made by a solicitation is subject to the Alaska bidder preference set out in sec. 145 of these procedures. In making a small procurement, the procurement officer shall take steps that are reasonable under the circumstances to ensure that adequate competition is obtained.

(b) A contract awarded as a small procurement under this section may be amended so that the contract amount exceeds the amounts set out in (a) of this section, without complying with the solicitation methods set forth in sec. 030 of these procedures. However, a contract may not be artificially divided to avoid the solicitation methods set forth in sec. 030 of these procedures.

Sec. 050. ONLY ONE BID OR PROPOSAL RECEIVED. (a) If only one responsive bid is received in response to an invitation for bids, including multi-step bidding, an award may be made to the single bidder if the procurement officer finds that the price submitted is fair and reasonable, and that either other prospective bidders had reasonable opportunity to respond, or there is not adequate time for resolicitation. Otherwise the bid may be rejected and:

(1) new bids or offers may be solicited;

(2) the proposed procurement may be cancelled; or

(3) if the procurement officer determines in writing that the need for the supply or service continues, but that the price of the one bid is not fair and reasonable and there is not time for resolicitation or resolicitation would likely be futile, the procurement may then be conducted as a sole source procurement under sec. 040 of these procedures.

(b) If only one proposal is received in response to a request for proposals, the procurement officer may, as the officer deems appropriate, make an award, cancel the procurement, or if time permits, resolicit for the purpose of obtaining competitive sealed proposals.

Sec. 070. BID AND PERFORMANCE BONDS FOR SUPPLY CONTRACTS OR SERVICE CONTRACTS. Bid and performance bonds or other security may be required for supply contracts or service con-

XEROX

Xerox Order Agreement

This Xerox Order Agreement covers transaction(s) checked below and incorporates the terms and conditions attached hereto or referenced below.

- Installation Purchase of Equipment With Maintenance Term Lease Equipment Services Software License

Customer information form including name, address, and contact details for the State of Alaska Legislative Affairs.

Table with columns for Equipment Order Information, Equipment Purchase or Prepaid Software License, and Installment Purchase. Includes item details like Xerox 1090 and 9400 XT, and pricing breakdown.

Complete This Section For Term Lease. Includes Term of Agreement (24, 36, 48, 60 months), Copy Allowance Period, and Monthly Minimum Lease Payment.

The interest payable for State/Local Government Installment Purchase or Term Lease subject to this order is \$11,657.20 at rate of N/A %.

Complete This Section For Equipment Services Or Maintenance Or Monthly Software License. Includes Price Plan Description (HIV FSMA), Initial Term (Annual), and Billing Cycle (Monthly).

Purchase Order / Contract Information. Includes Existing Equipment to be Replaced, Initial Supply Order Item (PrepaK, Dry Ink, Developer, Laser Lube), and Customer Request Full Credit.

Customer Must Initial to Acknowledge Receipt of Xerox Price List, Terms and Conditions and Other Documents Designated Below. Includes checkboxes for various terms and conditions.

Signature and Title section for both Customer and Xerox Corporation. Includes fields for Name, Signature, Title, and Date.

STATE OF ALASKA
LEGISLATIVE AFFAIRS AGENCY
PROCUREMENT PROCEDURES FORM

SOLE SOURCE APPROVAL AND JUSTIFICATION

THE UNDERSIGNED APPROVES THE AWARD OF A SOLE SOURCE CONTRACT/PURCHASE TO

_____ FOR _____
(Contractor/Vendor) (Services/Purchase Item)

IN THE AMOUNT OF _____

FOR THE FOLLOWING REASONS: _____

SIGNED _____
Procurement Officer
TITLE _____
DATE _____

SIGNED _____
TITLE _____
DATE _____

SIGNED _____
TITLE _____
DATE _____

SIGNED _____
TITLE _____
DATE _____

SIGNED _____
TITLE _____
DATE _____

SIGNED _____
TITLE _____
DATE _____

STATE OF ALASKA
LEGISLATIVE AFFAIRS AGENCY
PROCUREMENT PROCEDURES FORM

AUTHORIZATION OF CONTRACT/PURCHASE

ON _____, 1988, a contract
(DATE)

between _____
(CONTRACTOR/VENDOR)

and _____ in the amount
(LEGISLATIVE COMMITTEE, LEADERSHIP, DIVISION)

of _____ for the purpose of
(AMOUNT)

_____ was authorized
(DESCRIPTION OF WORK)

- by: (1) A majority of the _____ Committee whose
signatures appear below, or
- (2) The Senate President or House Speaker whose signature appears
below, or
- (3) The Chair of the Finance or Rules Committee whose signature
appears below.

SIGNED _____
TITLE _____
DATED _____

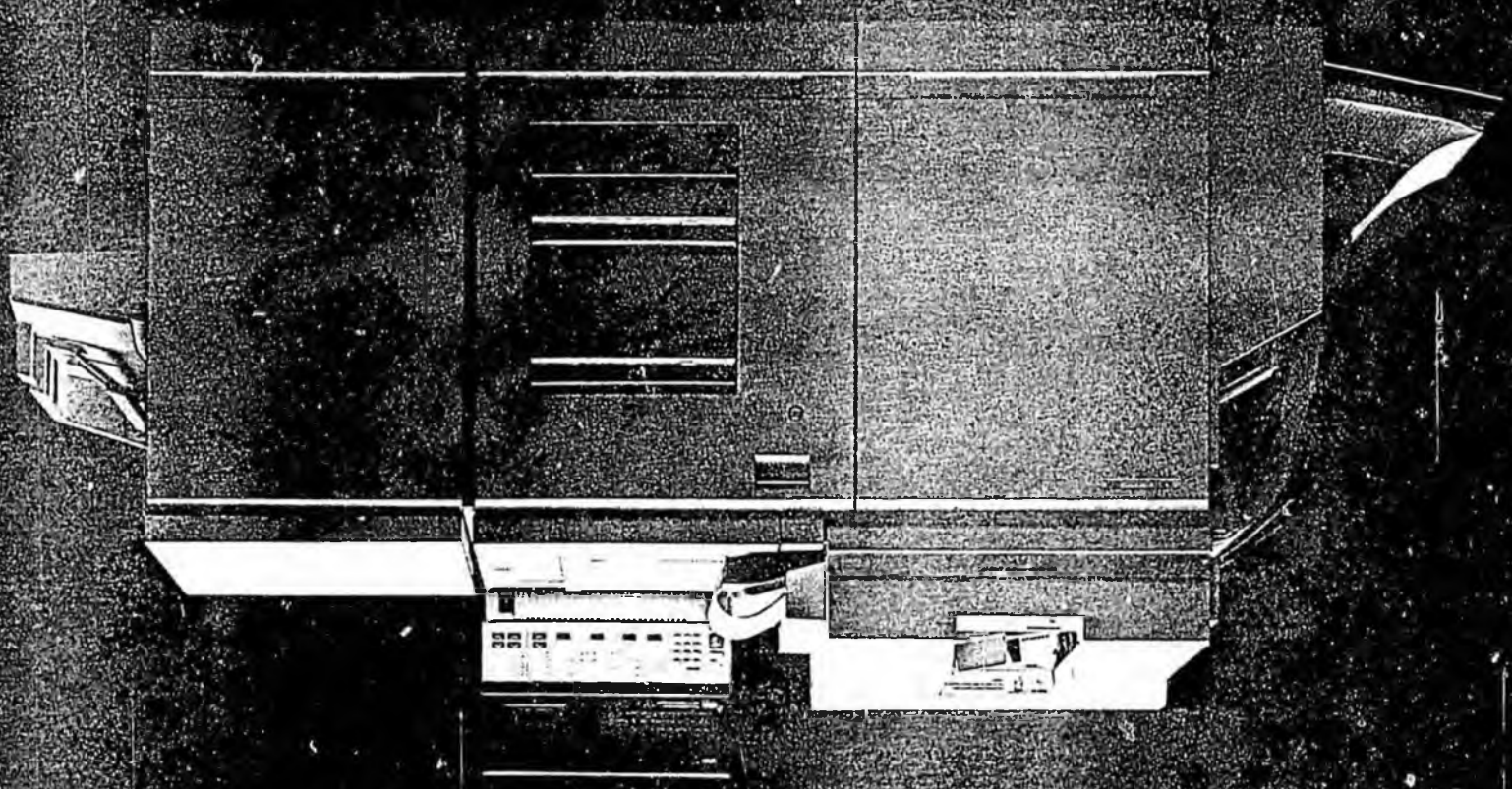
SIGNED _____
TITLE _____
DATED _____

SIGNED _____
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SIGNED _____
TITLE _____
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SIGNED _____
TITLE _____
DATED _____



**The Xerox 1090
Marathon Copier**

XEROX

The state of the art reaches a higher state

The Feature You Can't Do Without The 10 Series has quickly established itself as the most dependable line of copiers Xerox has ever offered. And, the 1090 actually betters the reliability rates of the first 10 Series copiers. Because, no matter how many talents the 1090 has, it's only as helpful as it is dependable.

Faster Than A Speeding Deadline At 92 copies per minute, the 1090 gives you the speed of a print-shop duplicator. When you add in all its other features, you'll see why the 1090 fits right in as a "point of need" high-volume copier, or as a "satellite" machine in a print shop or central reproduction department. It's been designed and engineered to clearly communicate its abilities to anyone wanting to use it. So you can have a 1090 wherever you need one.

Universal Document Handler Regardless of the kinds of copy jobs you do, the Universal Document Handler accepts practically any original you bring to the 1090. The Automatic Recirculating Document Handler accepts up to 75 originals at a time, in sizes from 8 x 10 to 8½ x 14, in 13-110 lb. weights. The Semi-Automatic Document Handler accepts single originals from 5 x 8 up to 11 x 17, in 9-110 lb. weights. The Computer Forms Feeder handles up to a 3" stack of fanfold at 46 sheets per minute.

Print Shop Quality Copy quality is monitored by microprocessors that automatically maintain that quality for extended periods of time. This quality is seen in the entire range of images the 1090 works with: light originals, blue inks, linework, solids, halftones and photos.

Uninterrupted Productivity The 1090 automatically switches between trays, so you can load either tray while you're running a job to gain continuous-run productivity.

Reduction/Enlargement This optional feature lets you scale originals down or up in 1% increments, anywhere from 64% to 155% of original size. Also, the 1090 chooses the best reduction/enlargement ratio for six different original sizes, two of which you can specify.

All The Two-Sided Possibilities The 1090 offers all the two-sided copying options automatically: 1-sided originals to 2-sided copies, 2-sided to 2-sided, and 2-sided to 1-sided, which is especially useful in creating overhead transparencies from 2-sided originals.

Covers Front And Back When you combine the two-sided copying option with automatic Cover Sheet insertion, Chapterization and Finishing (optional), you can give a polished, printed look to all your work — and have it ready for distribution in a few minutes. You can insert front or back covers, or both, and copy on one or both sides of them. With Variable Sheet insertion, you can use divider sheets to separate different copy jobs or different sections of a report. Chapterization lets you specify that each section or chapter of a two-sided document will start on a right-hand page.

FYI Touch the "i" button for step-by-step information on a variety of copy jobs. A Color Graphic display provides instantly understandable visual information on the copy job/situation at hand. Also, the 80-character Message Display has more than 500 messages that tell you the status of the copier and its functions, operating instructions, and maintenance information.

Customized Programs The 1090's microprocessors let you call up special features by touching the "P" button and the appropriate two-digit numbers. Features such as: variable image shift, accounting modulating non-standard fanfold sizes, advancing fanfold to copy or not copy specific pages, providing a pre-run sample copy, 21 different levels of copy contrast, storing pre-programmed jobs, Chapterization and Variable Sheet insertion, and customizing reduction/enlargement ratios. With Pre-Programmed Jobs, if you perform certain complex jobs frequently, you can program them just once and then call them back whenever needed.

The Electronic Auditron This can be used in one of two ways: In the Controlled Access Mode, you limit use of the 1090 to only those with a valid access number (625 numbers are available). In the Accounting Mode, you record all copier usage data for billing or chargeback purposes (for up to 2,500 accounts).

Xerox 1090 Specifications

Copy Speed

92 copies per minute, first copy in 6 seconds.
46 sheets per minute for computer forms.
Quantity selector: 1 to 9,999.

Originals

RDH: 8 x 10 to 8½ x 14, in 13-110 lb. weights, up to 75 at a time.
SADH: 5 x 8 to 11 x 17, in 9-110 lb. weights.
Computer Forms feeder: Accepts 10- to 24-hole forms.
Platen: Any size up to 11 x 17, including bulky documents.

Throughput

One-sided copying: 8 x 10½ to 8½ x 14, in 16-110 lb. weights.
Two-sided copying: 8½ x 10½ to 8½ x 14, in 20-110 lb. weights.
Plain bonds, colored stock, index stock, pre-printed forms, adhesive labels and transparencies.

Paper Supply

Tray 1: 1000 sheets (20 lb. stock)
Tray 2: 500 sheets (20 lb. stock)
Continuous run while loading.

Reduction/Enlargement (optional)

Variable in 1% increments from 64% to 155%.
Automatic ratio selection for 6 original sizes.

Two-sided Copying (optional)

1-sided to 2-sided, 2-sided to 2-sided, 2-sided to 1-sided.
Dedicated two-sided tray: 50-sheet capacity.

Finisher (optional)

Staples up to 50 sheets per set.
30,000 staple capacity.
One staple position (upper left corner).

Size and Weight

With Finisher/CFF: Width 90", Depth 35",
Height 51", Weight 1325 lbs. (approx.)
With Offset Catch Tray: Width 71", Depth 35",
Height 51", Weight 1150 lbs. (approx.)

Electrical Requirements

Sole use of a 30 Ampere, 120/208 or 120/240 Volt source.

Xerox Corporation
Xerox Square
Rochester, New York 14644

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Product appearance, build, status, and/or specifications subject to change without notice. Printed in U.S.A. 2-85-600P15940



From the 914 Copier
Into Tomorrow
Twenty-Five
Years of
Innovation at
Xerox

CURRENT EQUIPMENT

Xerox 9400VR duplicator with 24-bin sorter. Owned equipment currently under Full Service Maintenance. Months installed = 112

CURRENT COSTS AND VOLUME

164,408 copies per month (Last session avg)
 \$1,508.30 (based on avg volume)

FULL SERVICE MAINTENANCE

Monthly Minimum \$696.00
 Monthly Copy Allowance .0071 per copy

LAST SESSIONS COSTS AND VOLUMES

9400 AND 1090 (on 5th floor)

	9400	1090
INSTALLMENT PURCHASE PAYMENT	N/A	\$1,365.00
	<u>FULL SERVICE MAINTENANCE</u>	
MONTHLY MINIMUM	\$696.00	\$978.00
AVG MONTHLY COPY VOLUME	185,400 copies per month	233,646 copies per month
MONTHLY COPY ALLOWANCE	50,000 copies per month	125,000 copies per month
TOTAL MONTHLY COST	\$1,657.34	\$2,969.28

2343.1
 105

PROPOSAL

Trade-in the 9400 to a new 1090 like the one on the fifth floor of the capital building. The 1090 would give you more capabilities, better copy quality, increased dependability, and would not require a dedicated operator like the 9400

Xerox 1090(includes) \$60,630.00
 Universal Document Handler/Finisher
 Variable Reduction & Enlargment
 Automatic Duplex
 LESS TRADE-IN ON XEROX 9400 -13,000.00
 LESS TRADE-IN BONUS -6,000.00
OUTRIGHT PURCHASE PRICE \$41,630.00

XEROX EQUIPMENT EQUITY PLAN
(8.5% FINANCING RATE)

72 Months \$740.10

INCLUDES 90 DAY WARRANTY

DELIVERY/INSTALLATION \$436.00
 PRE-PACK OF FUSER LUBRICANT \$19.00

FULL SERVICE MAINTENANCE

MONTHLY MINIMUM	\$978.00
MONTHLY COPY ALLOWANCE	125,000 copies per month
EXCESS COPY CHARGE	.0057 per copy

TOTAL MONTHLY COST
BASED ON CURRENT VOLUME

Installment Purchase Payment \$740.10
 Maintenance \$978.00
 Excess Copies \$344.28
TOTAL MONTHLY COST \$2,062.38



Official Business

Alaska State Legislature

Pouch V
State Capitol
Juneau, Alaska 99811

MEMORANDUM

January 15, 1988

To: Warren Endicott, Executive Director
Legislative Affairs Agency

From: Representative Mike Navarre, Chairman
House Rules Committee *MN*

Senator Dick Eliason, Chairman
Senate Rules Committee *DE*

Subject: Copy Machine - 2nd floor Capitol Building

As you are well aware, the copy machine on the 2nd floor has been in need of replacement for the past few years. We have had a considerable amount of "down time" the past two sessions at this machine and I believe that the time has come to make the decision to replace the machine. (During the Special Session in July, this machine was an absolute nightmare!)

The copy machine operator was brought on early this session in order to get the machines working. This machine has had more "down time" than working time. Since it is used for the copying of amendments, etc. during the House and Senate floor sessions, it is imperative that we get this machine replaced in the near future. As you know, this is an extremely "high-stressed" working area and most of the jobs requested are by people who need them immediately (if not sooner). The House Chief Clerk and the Senate Secretary have both expressed their concerns and the necessity for replacing the old machine in a timely manner.

In talking with one of the repairmen on the machine, we can pretty much expect much of the same for the rest of the life of this machine. The physical size of this machine makes it extremely hard to work on and the repairmen are hesitant to pull the machine away from the wall which would make it easier to work on.

We feel that we have had extremely good luck with the Xerox brand machines located within the building and that the Xerox machine located on the 5th floor would be an appropriate machine for the 2nd floor. The physical size of the machine would be great for that area and the features included on that machine would enable the operator to get the "rush" jobs out

in a much more timely manner. Since the operators on the 2nd and 5th floors switch back and forth on the machines during flexed-lunch hours, weekends, and night sessions, we believe it would be in our best interest to have them operating one type of machine.

Thank you for looking into this matter for us.

cc: Miles Collins, Supply Officer
Irene Cashen, Chief Clerk/House of Representatives
Nancy Quinto, Senate Secretary/Alaska State Senate