

**CRITERIA FOR
SOLE SOURCE / BRAND PROCUREMENT
"SOLE SOURCE JUSTIFICATION FORM"**

Please submit this document in a WORD format, and include the following information:

- The Assigned Service Contract Number:
- The proposed term of the service contract:
- The Value of the Contract:

1. Why was the particular product and / or vendor selected? The IR120 Iridesse is a color printer sold and serviced directly by Xerox. This machine prints faster, has a lower click rate and is \$563 dollars cheaper per month on lease than our current Canon 10k. The Nuvera 144 is a black and white printer sold and serviced by Xerox. This machine prints faster and has a much lower click rate than our current Nuvera 120. The IR120 is sold by many vendors and serviced by 3rd party. The Nuvera is only sold through Xerox direct and serviced by Xerox. These new machines will cost Print and Mail over \$2500 less per month with their lower lease payment and click rate charge.

2. What are the unique performance factors of the selected product / service?

Provide detailed specifications and descriptions.

Both machines expand our capabilities and reduce our operating costs at the same time. Both machines are serviced by the manufacturer of the equipment and not a 3rd party. The Iridesse also uses a 5th color option, giving us the option to print metallic gold for departments that use it. Since the Nuvera 144 uses the same front end workflow as our current black and white printer, we will not have to change anything or buy any other software to ensure the daily Health Services work gets printed on time.

3. Why are these specific factors required? Since Print and Mail is a net zero operating department, we need to be as cost effective as possible. Both machines lower our operating costs while increasing our efficiency. The Nuvera 144 integrates seamlessly with our daily workflow for all of our daily Health Services work the same as our current Nuvera 120. Since both of our current printers are past end of life, parts are hard to come by and our downtime is reduced.

4. What other products / services have been examined and rejected? Canon has the closest color printing options. We have an older model of their color printer. Their new printers now use more plastic, cheaper parts causing gears to wear down faster. Since the Nuvera is only sold by Xerox, no other black and white machines will work. We print approximately 250,000 prints a month for Health Services. All of these get run through a workflow that will only work with a Xerox front end. It would severely increase our lead time if we were to run these through a Xerox workflow then convert everything to print on a different brand printer.

4. Why are other sources providing like goods or services unacceptable?

Full explanation needed. We need to ensure our machines are serviced in a timely manner by technicians trained and qualified to work on them. By having both machines leased and serviced from the manufacturer, this lessens our downtime and increases our production. Third party technicians work on a lot of different machines. Xerox technicians are only trained and work on Xerox equipment.

I HEREBY CERTIFY THAT:

- 1) I am an approved County department representative. I understand the County's requirements for competitive bidding, as well as the criteria for justification for sole source.
- 2) I have gathered the required technical information and have made a good faith effort to review comparable and / or equal equipment / product / services.
Copies are attached.

I certify to the best of my knowledge the validity of the information contained herein.

Department / Division / Office name Print and Mail

Department representative name Scott Plaskiewicz
(print name)

Department representative signature Scott Plaskiewicz
(sign name)

Date: 2/27/24

PURCHASING DIVISION USE ONLY:

BUYER: CYNTHIA SHEHORN PURCHASING AGENT: Cynthia L. Shehorn, CPPB PROCUREMENT SVCS MGR
Public Works Division

Purchasing Department
Contra Costa County

APPROVED: ✓ NOT APPROVED: _____ DATE: 3/4/2024

THE CONTRACTOR, XEROX IS APPROVED BY CSHEHORN ON 3/4/24