

ADMINISTRATIVE EXEMPTION and TRADE, TRAVEL, AND TOURISM COMMITTEE REPORT relative to the First Amendment to the Los Angeles World Airports (LAWA) contract with Sharp Electronics Corporation.

Recommendations for Council action:

1. ADOPT the determination by the Board of Airport Commissioners (BOAC) that the proposed action is administratively exempt under the California Environmental Quality Act (CEQA) in accordance with Article II, Section 2.f of the Los Angeles City CEQA Guidelines.
2. APPROVE the First Amendment to LAWA Contract DA-5272 with Sharp Electronics Corporation, extending the term through March 31, 2022, for managed multifunction photocopier print services.
3. CONCUR with the action taken by the BOAC on February 18, 2021, by Resolution No. 27198, authorizing the Chief Executive Officer, LAWA, or designee, to execute the First Amendment to Contract DA-5272 with Sharp Electronics Corporation.

Fiscal Impact Statement: The BOAC reports that this action will not impact the General Fund.

Community Impact Statement: None submitted.

TIME LIMIT FILE – MAY 24, 2021

(LAST DAY FOR COUNCIL ACTION – MAY 19, 2021)

SUMMARY

In a report to BOAC dated February 18, 2021, LAWA requests approval of an amendment to its contract with Sharp Electronics to extend the term through March 31, 2022, in order to maintain uninterrupted managed print services (multi-function photocopiers) needed to support daily operations. LAWA reports that Sharp Electronics provides photocopiers on a leased basis at several Department facilities. LAWA currently has 198 network-enabled photocopiers that offer copy, print, scan, and fax capabilities and security features. The lease includes maintenance, repairs (normal and emergency), parts, user training, and consumable supplies (e.g. toner and staples), except for paper.

LAWA goes on to report that the financial impact of the COVID-19 pandemic has caused LAWA to reassess all existing expenditures and commitments. The extension of the current agreement with Sharp Electronics allows LAWA the opportunity to review its

ongoing needs for photocopiers as staff continues to work from home. LAWA will attempt to reduce the number of leased photocopiers as much as possible.

On February 18, 2021, BOAC approved the proposed First Amendment to the LAWA contract with Sharp Electronics.

At its meeting held April 27, 2021, the Trade, Travel, and Tourism Committee recommended that Council approve the proposed contract amendment, as recommended by BOAC.

<u>MEMBER</u>	<u>VOTE</u>
BUSCAINO:	YES
BONIN:	ABSENT
LEE:	YES

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Respectfully Submitted,

TRADE, TRAVEL, AND TOURISM COMMITTEE



- NOT OFFICIAL UNTIL COUNCIL ACTS -