

Legislation Text

File #: 17-0350, **Version:** 1

Dollar-Limit Increase to the Term Contract for Managed Print Services for Citywide Departments (Citywide)

Managed Print Services is an outsourced vendor service that provides the City's printing, copying, scanning, and faxing using existing and new hardware. This service includes hardware maintenance and providing all supplies, including toner, except paper. Managed Print Services enabled departments to replace old, unreliable and high energy use devices with new, current-technology and multi-purpose devices. The City has successfully optimized the City's fleet of devices through reducing its printer fleet, strategic replacements of older devices, and improved management information about City printing over the past four years. Overall, the City has saved approximately \$403,044 annually as a result of this managed print services contract.

The City's usage of Managed Print Service has increased since originally estimated in 2013 (\$50,000 per month). The increased cost is not associated with an increase in printing, but instead is related to the retirement of older legacy devices and an increase in the use of the Managed Print Services contract to replace those devices that were not previously under this contract.

The Information Technology Department and Purchasing recommend authorizing a dollar-limit increase of \$120,000, increasing the contract amount from \$600,000 to \$720,000 in year 4, based on current usage; and authorizing a dollar-limit increase of \$240,000, increasing the contract amount from \$600,000 to \$840,000 in year 5, based on estimated requirements; with Arizona Office Technologies-Xerox.