



City Council Report

Date: August 21, 2023
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Cooperative Contract Use for the 16-Month Term Contract with Four Years of Renewal Options for Print Management Services for Citywide Departments
(Citywide)

Recommendation

Council is requested to approve the award as recommended.

The Department of Innovation and Technology and Purchasing recommend authorizing the purchase using the PACE cooperative contract with Xerox Business Solutions Southwest at \$900,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

On March 4, 2013, Council approved the term contract for managed print services; an outsourced vendor service provides equipment, maintenance, and supplies for the printing, copying, scanning, and faxing using existing and new hardware for the City. Services include hardware maintenance and providing all supplies, including toner, except paper. The cost for these services is based on a "cost per image" chargeback fee by metering usage per device.

This contract will provide managed print services, Xerox copier leases, purchases, and services. The City contacted several cooperative contract holders to see if they would like to participate. Only one firm expressed interest and provided the requested information by the due date. The non-Xerox vendor proposed replacing all Xerox equipment with another manufacturer since they would not be able to support Xerox equipment. Replacement of all Xerox equipment would be cost-prohibitive to the City. By utilizing the PACE cooperative, the City will be able to continue using City-owned and leased Xerox equipment. Xerox is the only vendor that can service their OEM equipment.

The PACE cooperative contract has been competitively bid and meets the City's procurement requirements. Using this contract is advantageous for the City and in the best interest of the City.

Purchase Information

Action: Award
Procurement Type: Cooperative Contract Use

Contract Number: 2024004

Contracting Agency/Contract Number: PACE Cooperative/#P00230

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: 16 Months (8/21/2023 to 12/31/2024)

Possible Renewals: Up to a maximum of four years subject to PACE cooperative renewals, Administrative review and approval

Survivability: The contract will continue to be renewed as long as needed to support any leased equipment through the end of its amortized life

Funding Source: Individual City Department's operating budget