

AGENDA



Thursday, August 30, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 63**

Subject: Authorize award and execution of a 48-month service contract through the Texas Cooperative Purchasing Network with XEROX CORPORATION, Austin, TX, for the lease of multi-function document imaging machines in an amount not to exceed \$587,308.80.

Amount and Source of Funding: Future funding is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Sydney Ceder, Sr. Buyer, (512) 974-2025

Purchasing Language: Cooperative Purchase.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore, it is exempted under Chapter 252.022 of the Texas Government Code and no goals were established for this solicitation.

This contract is for the installation and maintenance of 22 multi-function, and six copy-only machines for the Austin Police Department. The contractor will install 22 multi-function machines that can perform the functions of network printers, copiers, scanners, and fax machines. Each unit is capable of performing multiple functions at one time. Total cost includes all supplies (except paper and staples), all maintenance, delivery, training, and network installation. Placement of these multi-function machines on the network will increase productivity and reduce the associated costs of toner and maintenance of the 24 fax machines, 69 printers and two scanners that will be replaced. Additionally, 24 existing leased copy-only machines will be removed. Cost savings are estimated to be \$24,000 to \$32,000 in consumables and maintenance annually.

This cooperative purchasing program was established as a national structure for local government agencies to make use of their collective purchasing power and is authorized under the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Government Code.