

AGENDA



Thursday, October 23, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 36**

Subject: Authorize award and execution of a 45-month service contract through the TEXAS COOPERATIVE PURCHASING NETWORK (TCPN) with XEROX CORPORATION, Austin, TX, for the lease of multi-function document imaging equipment in an amount not to exceed \$602,074.

Amount and Source of Funding: Funding is available in the amount of \$66,897 in the Fiscal Year 2008-2009 Operating Budget of the Community Care Services Department. Funding for the remaining 34 months of the contract 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: Barbara McConnell, Buyer II/972-4009

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 Local Government Code and no goals were established for this solicitation.

This contract is for the installation and maintenance of 47 multi-function document imaging machines for the Community Care Services Department (CCSD). The contractor will install 47 multi-function machines that can perform the functions of network printers, copiers, scanners, and fax machines. The total cost includes all supplies (except paper and staples), all maintenance, delivery, training, and network installation; therefore, placement of these multi-function machines will increase productivity and reduce the associated costs of toner and maintenance of the 34 fax machines, 110 printers and five desktop copiers that are currently being used at CCSD. Cost savings are estimated to be \$30,000 to \$40,000 in consumables annually.

The new copier fleet will also be more sustainable, resulting in significantly reduced electricity usage, greenhouse gas emissions, and solid waste produced (such as retired equipment and toner cartridges).

This contract will be available for assignment to the Travis County Healthcare District once they take over the CCSD operations.

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