

AGENDA



Thursday, December 16, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 38**

Subject: Authorize award and execution of a 9-month requirements service contract through the Texas Local Government Purchasing Cooperative (BuyBoard) with RICOH AMERICAS CORPORATION, Austin, Texas for the lease of multi-function business machines and managed services in an estimated amount not to exceed \$374,999, with four 12-month extension options in an estimated amount not to exceed \$500,000 per extension option, for a total contract amount not to exceed \$2,374,999.

Amount and Source of Funding: Funding in the amount of \$374,999 is available in the Fiscal Year 2010-2011 Operating Budget of Austin Energy. Funding for extension options 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: Dolores Castillo, Senior Buyer/322-6466

MBE/WBE: This cooperative contract is exempt from the MBE/WBE Ordinance. This exemption is in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this contract.

Boards and Commission Action: Recommended by the Electric Utility Commission.

This contract will establish a service agreement for the provision of, and managed services for, 117 new multi-function devices for use throughout Austin Energy (AE). The managed services will include two full-time Ricoh representatives housed at the various business locations to assist AE Information Technology staff with installation, services calls, training, repair, and supplies to maintain the units. These units are capable of performing multiple functions at one time such as printing, copying, scanning, and faxing. Ricoh is a charter member and continual supporter of the Energy Star Program and manages to recover almost 95% of the material content from equipment at the end of its useful life.

Ricoh Americas Corporation is contracted through BuyBoard to supply various types of multi-function devices and managed services to other public entities statewide as a result of a competitive bidding process. Utilizing BuyBoard contracts provide for volume discount pricing as well as the earliest opportunity to meet AE's business machines requirements.