

AGENDA



Thursday, January 13, 2011

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 26**

Subject: Authorize award and execution of a 48-month service contract through the State of Texas Procurement and Support Services Cooperative Purchasing Program (State of Texas COOP), with XEROX CORPORATION, Austin, TX for the lease of multi-function document imaging machines in an estimated amount not to exceed \$668,850.

Amount and Source of Funding: Funding in the amount of \$112,083 is available in the Fiscal Year 2010–2011 Operating Budget of the Park and Recreation Department (\$93,154); Emergency Medical Services (\$11,355); and Human Resources Department (\$7,574). Funding for the remaining thirty-nine months of the original contract period 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: Cruz Banda, Buyer II, (512) 974-2025

MBE/WBE: This Cooperative Purchase is exempt from the MBE/WBE Ordinance. This exemption is in compliance with Chapter 2-9C 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.

This contract is for the lease, installation and maintenance of 50 multi-function document imaging machines for the City of Austin Austin Parks and Recreation, Emergency Medical Services, and Human Resources Department. This lease allows for installation of 50 multi-function machines that will function as network printers, copiers, scanners, and fax machines. Each device is capable of performing multiple functions at one time. Total cost includes supplies (with the exception of paper), maintenance, copy overages, delivery, training and network installation. Removal of existing leased machines and placement of these new multi-function machines on the network will increase productivity and reduce the associated costs of toner and maintenance. Additional cost savings will be realized as the department phases out current fax machines and desktop printers upon expiration of their useful life. The current fax machines and desktop printers will be in use while the new machines are being installed.

Created by legislation in 1979, the Texas Procurement and Support Services Cooperative Purchasing Program (State of Texas CO-OP) provides the State of Texas volume purchasing power to local governments and assistance organizations.