

## A G E N D A



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|--|---|-----------------|------|
| <b>RCA - Purchasing</b>  | Austin City Council   | <b>Item ID:</b> | 5263 |
| <b>Meeting Date:</b>   | April 28, 2011  |                 |      |
| <b>Department:</b>   | Purchasing  |                 |      |
| <b>Subject</b>   |   |                 |      |
| Authorize award and execution of a 36-month requirements service contract with RICOH BUSINESS SOLUTIONS, Austin, TX for lease and maintenance of two engineering color scanning/printing systems for the Austin Water Utility in an amount not to exceed \$138,888, with three 12-month extension options in an amount not to exceed \$46,296 per extension option, for a total contract amount not to exceed \$277,776.   |   |                 |      |
| <b>Amount and Source of Funding</b>  |   |                 |      |
| Funding in the amount of \$23,148 is available in the Fiscal Year 2010-2011 Operating Budget of the Austin Water Utility. Funding for the thirty remaining months of the original contract period and extension options is contingent upon available funding in future budgets.  |   |                 |      |
| <b>Fiscal Note</b>   |   |                 |      |
| There is no unanticipated fiscal impact. A fiscal note is not required.  |   |                 |      |
| <b>Purchasing Language:</b>  | Lowest bid of five bids received.   |                 |      |
| <b>Prior Council Action:</b>   |   |                 |      |
| <b>For More Information:</b>   | Sydney Ceder, Sr. Buyer/974 2035  |                 |      |
| <b>Boards and Commission Action:</b>   | Recommended by the Water and Wastewater Commission.   |                 |      |
| <b>MBE / WBE:</b>  | This contract will be awarded 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 solicitation. |                 |      |
| <b>Related Items:</b>  |   |                 |      |
| <b>Additional Backup Information</b>   |   |                 |      |
| <p>This contract is to provide for the lease and maintenance of two engineering color scanning/printing systems for the Infrastructure Records &amp; Surveying Division and Pipeline Engineering Division of the Austin Water Utility. This equipment will be used for scanning and/or printing plans in black &amp; white and color for internal and external customers of the AWU. The capability to scan documents in color will improve communication between the Utility and their customer base. This equipment will also allow the two divisions to be more efficient by having the ability to email files to produce reports or resolve issues with projects.</p> <p>MBE/WBE solicited: 1/2</p> <p style="text-align: right;">MBE/WBE bid: 0/0</p> |   |                 |      |

**BID TABULATION**

IFB No. SSC0131

LEASE AND MAINTENANCE OF ENGINEERING

COLOR SCANNING/PRINTING SYSTEM

(2 Line Items)

**VENDOR**

**ANNUAL TOTAL BID**

**RICOH BUSINESS SOLUTIONS**  
Austin, Texas

**\$ 46,296.00**

**STEWART ENGINEERING SUPPLY**  
Arlington, Texas

**\$ 70,006.32**

**TOSHIBA BUSINESS SOLUTIONS**  
San Antonio, Texas

**\$ 75,600.00**

**DAHILL**  
San Antonio, Texas

**\$ 82,472.40**

**XEROX CORPORATION**  
Irving, Texas

**\$110,183.76**

\*Burks Digital Reprographics submitted alternate bids and was not considered for evaluation.

A copy of the bid tabulation is on file in the Purchasing Office and is on the City of Austin, FASD Purchasing Office website.

**PRICE ANALYSIS**

- a. Lowest bid received.
- b. Thirty-five notices were sent including one MBE and two WBEs. Five bids were received with no response from the MBE/WBEs.
- c. This model of copier/scanner has not been leased in the past; therefore, there is no pricing history.

**APPROVAL JUSTIFICATION**

- a. Lowest bid received.
- b. The Purchasing Office concurs with the Austin Water Utility's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.