A U S T I N C I T Y C O U N C I L

AGENDA

Recommendation for Council Action (Purchasing)

Austin City Council	**Item ID:**	9253	**Agenda Number**	62.

Meeting Date:	August 25, 2011
Department:	Purchasing

Subject

Authorize award and execution of 12-month supply agreements through the State of Texas Procurement and Support Services Cooperative Purchasing Program (TPASS) Cooperative Purchasing with XEROX CORPORATION, Austin, TX and CANON USA, INC., Austin, TX, for the rental of multi-function document imaging machines that expire over the next 12 months for various City departments, including copy charges and related services for a total estimated amount not to exceed $829,086.

Amount and Source of Funding

Funding in the amount of $69,091 is available in the Fiscal Year 2010-2011 Operating Budget of the various City departments. Funding for the remaining eleven months of the initial contract period is contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required

Purchasing Language:	Cooperative Purchase
Prior Council Action:	
For More Information:	Lupe Cruz, Buyer I/974-9142
Boards and Commission Action:	
MBE / WBE:	The Cooperative Purchase 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.

Related Items:	

Additional Backup Information

This contract will establish a new agreement for the rental, installation and maintenance of multi-function document imaging machines that expire over the next 12 months for various City departments including Police, Austin Water Utility, Economic Growth and Redevelopment Services, Convention Center, Financial and Administrative Services, Fire, Law, Municipal Court, Neighborhood Housing and Community Development; Planning and Development Review, Solid Waste; and Watershed Protection and Development Review.

Multi-function document imaging machines function as network printers, copiers, scanners, and fax machines. Each device is capable of performing multiple functions at one time. Consolidating contracts that will be expiring into one new City-wide contract will reduce the overall cost associated with document imaging as well as reduce invoices, vendors and a wide variety of supply inventories.

Xerox Corporation and Canon USA, Inc., are contracted through the State of Texas Procurement and Support Services Cooperative Purchasing Program (TPASS) Cooperative to provide document imaging equipment and services to public entities statewide as a result of a competitive bidding process.

Over the next 12 months, the Purchasing Office, working with Communications and Technology Management, the Office of Sustainability, and other departments will be moving forward with the next phase which would be the issuance of a Request for Proposal that will result in a master managed services contract for use by all City Departments. During this time, the City will pilot a managed services document imaging solution in several departments, including the Austin Police Department, Austin Convention Center and Neighborhood Housing and Community Development. Council approval for this pilot project will be sought in late October 2011.