


AGENDA



Thursday, June 8, 2006

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ITEM 44

**Purchasing Service Agreement
RECOMMENDATION FOR COUNCIL
ACTION**

Subject: Authorize award and execution of a 60-month service agreement with XEROX CORPORATION, Austin, TX, through the State of Texas Cooperative Purchasing Contract, for the lease of multi-function document imaging machines and services in an estimated amount not to exceed \$1,141,220.

Amount and Source of Funding: Funding in the amount of \$57,061 is available in the Fiscal Year 2005-2006 Approved Operating Budgets of various departments. Funding for the remaining 57-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.

Additional Backup Material

(click to open)

No Attachments Available

For More Information: Byron E. Johnson, C.P.M.,
Purchasing Officer/974-2050

Prior Council Action:

Boards and Commission Action:

Purchasing Language: State of Texas Cooperative
Purchasing Contract.

This contract will establish a 60-month service agreement for the provision, installation and maintenance of 36 multi-function machines for Austin City Hall. This contract will also include an on-site copy center. The project will install machines that can perform the functions of network printers, copiers, scanners and fax machines. Each unit is capable of performing multiple functions at one time. Additionally, Xerox will provide on-site assistance performed by a full-time Xerox employee. The on-site functions will include training, service assistance, scheduled and unscheduled maintenance and large volume copying.

Implementation of this agreement will not only increase productivity, but will reduce other costs associated with maintaining fax machines, network printers and desktop printers. The current ratio of employee to device is 1.4:1. With the transition to these multi-function devices, that ratio will increase to 5:1.

This service agreement will include abilities such as desk top faxing, scan-to-email functions and electronic transmittal of printing files to the on-site copy center. These functions will decrease the amount of time staff currently spends performing activities such as printing and distribution of agendas, copying flyers and general notices and other

related work. The Xerox on-site representative will also be available to assist users in document management and file printing further increasing efficiency. Existing equipment leases will be terminated and some equipment will be reallocated, reducing long term costs. Cost avoidance and savings are estimated to be \$24,000 to \$38,000 annually. Consolidating redundant contracts, invoices, vendors and supply inventories will also reduce costs associated with document imaging at Austin City Hall.

This cooperative purchasing program is established by the Texas Building and Procurement Commission. It allows the City to use TXMAS contracts that have been developed from contracts that were competitively bid and awarded by the General Services Administration's Federal Supply Service.