



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 32
AGENDA DATE: Thu 12/01/2005
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SUBJECT: Authorize execution of a 60-month service agreement through the State of Texas Multiple Awards Schedule (TXMAS) with XEROX CORPORATION, Austin, TX, for the lease of multi-function business machines and maintenance services in an amount not to exceed \$1,258,095.30.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$209,682.55 is available in the Fiscal Year 2005-2006 Approved Operating Budget of Austin Energy. Funding for the remaining 50-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.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT:for Austin Energy; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Carole Martindale, Purchasing Manager/322-6155

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Purchasing Cooperative.

MBE / WBE: N/A

This contract will establish a 60-month service agreement for the provision, installation and maintenance of forty-three multifunction machines for the Town Lake Center (TLC) and 811 Barton Springs Road, Austin Energy (AE) facilities. These services will include a full-time Xerox representative housed at TLC to assist AE Information Technology staff with installation, service calls, training, and repair. These machines perform the function of a network printer, copier, scanner, and multi-line fax machine all in one unit. These units are capable of performing multiple functions at one time. Implementation of this agreement through asset consolidation will not only increase productivity but also reduce costs in maintaining network and desktop printers. Current printer/scanner/fax of employee to device ratios are 3:1; with these products that number will be reduced to a 9:1 ratio thus decreasing operational expenses. Consolidating redundant contracts, invoices, vendors and supply inventories for the various machines currently used will also reduce costs. Additionally, the technological advantages of desktop faxing and scan-to-email functions will not only increase productivity but also will significantly reduce paper usage. Projected savings of \$90,000 per year are expected.

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, or any other governmental entity of any state.