



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 10/12/2020

T25618.A1 - Supply, Management and Support of Multi-Function Copier/Printer-  
ORDINANCE

Agenda Item#:

### Summary:

### Background:

T25618.A1 - Approve an amending ordinance to Ordinance No. 2016-0888 approved on November 16, 2016 to increase the maximum contract amount from \$9,041,845.00 to \$11,302,306.25 for the contract (4600014125) between the City of Houston and Ricoh USA, Inc. for supply, management and support of multi-function copier/printer machines for various departments.

### Specific Explanation:

The Chief Information Officer and the Chief Procurement Officer recommend that City Council approve an amending ordinance to increase the maximum contract amount from \$9,041,845.00 to \$11,302,306.25 for the contract between the City of Houston and Ricoh USA, Inc for supply, management and support of multi-function copier/printer machines for various departments through the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with US. Communities and that authorization be given to issue purchase orders as necessary to RICOH USA, INC.

This contract was awarded on November 16, 2016, by Ordinance No. 2016-0888 for a four-year term, with four one-year options in the original amount of \$9,041,845.00. Expenditures as of August 6, 2020 totaled \$9,041,845.00. The increase to the maximum contract will fund the first renewal year on the existing contract, as HITS's original request only covered the initial term.

The scope of services requires the contractor to provide all personnel, management, supervision, labor and equipment necessary to manage and support all copier/printer machines for various departments. The contractor shall also be required to provide toner, maintenance and repair services covered in the current contract.

This contract was presented to the Transportation, Technology & Infrastructure (TTI) Committee on September 3, 2020.

### M/WBE Participation:

This contract was awarded with an 15% MWBE participation goal and Ricoh is currently achieving a 5.22% participation level. The Office of Business Opportunity will continue to monitor the contract to ensure the MWBE participation is met.

### Fiscal Note:

Funding for this item is included in the FY2021 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

0DD350139A6F4C8...

DocuSigned by:

3F9A4ED6ADEC421...

10/30/2020

10/28/2020

Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority			
Department	FY2021	Out Years	TOTAL
Houston Information Technology Services (HITS)	\$577,795.20	\$1,682,666.06	\$2,260,461.25
<b>TOTAL</b>	<b>\$577,795.20</b>	<b>\$1,682,666.06</b>	<b>\$2,260,461.25</b>

### Prior Council Action:

Ordinance No.: 2016-0888, passed November 16, 2016

**Amount of Funding:**

\$2,260,461.25

Central Service Revolving Fund

Fund No.: 1002

**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Yesenia Chuca, Division Manager	FIN/SPD	832.393.8727
Ruby Lopez, Procurement Specialist	FIN/SPD	832.393.8705
Linda Shelton, Sr. Staff Analyst	HITS	832.393.0137

**ATTACHMENTS:**

**Description**

Contract  
Ordinance No. 2016-888  
Funding  
M/WBE Verification Form  
Affidavit of Ownership  
Prior RCA  
Tax Report

**Type**

Backup Material  
Backup Material  
Financial Information  
Backup Material  
Backup Material  
Backup Material  
Backup Material