



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/26/2021

ALL

Item Creation Date: 9/2/2021

T25618.A2 - Supply, Management and Support of Multi-Function Copier/Printer (RICOH) -
ORDINANCE

Agenda Item#:

Background:

T25618.A2 - Approve an amending ordinance to Ordinance No. 2016-0888 approved on November 16, 2016 to increase the maximum contract amount from \$11,302,306.25 to \$13,170,230.68 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 \$11,302,306.25 to \$13,170,230.68 for the contract between the City of Houston and Ricoh USA, Inc for supply, management, and support of multi-function printer services 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 option years in the original amount of \$9,041,845.00. On November 18, 2020, by Ordinance No 2020-0979, Council approved an amending ordinance to increase the maximum contract amount from \$9,041,845.00 to \$11,302,306.25 to fund the first renewal year. Expenditures as of October 5, 2021 totaled \$10,631,910.11. This request to increase the maximum contract amount will fund the second 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, and labor and equipment necessary to manage and support all multi-function printers for various departments. The multi-function printer services include printing, copying, faxing, and scan to email capabilities on a single device; and it allows for badge reader capability to enforce authentication and to minimize printing unnecessary documents to minimize cost. The contractor also is required to provide toner, maintenance, and repair services in accordance with the contract.

This contract was presented to the Transportation, Technology & Infrastructure (TTI) Committee on October 7, 2021.

M/WBE Subcontracting:

This contract was awarded with an 15% MWBE participation goal and Ricoh is currently achieving a 5.5% 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 FY 2022 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

10/15/2021

DocuSigned by:

Jerry Adams

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**Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division**

DocuSigned by:

Lisa Kent

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Department Approval Authority

10/14/2021

Estimated Spending Authority			
Department Name	FY2022	Out-Years	Total
Houston Information Technology Services (HITS)	\$682,262.73	\$1,185,661.70	\$1,867,924.43

DocuSigned by:

Jane Wu

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10/14/2021

Prior Council Action:

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

Ordinance No.:2020-0979, passed November 18, 2020

Amount and Source of Funding:

\$1,867,924.43 Central Service Revolving Fund (1002)

Contact Information:

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Ruby Lopez, Sr. Procurement Specialist	FIN/SPD	832.393.8705
Jane Wu, Assistant Director Resource Management	HITS	832.393.0013

ATTACHMENTS:**Description**

Contract
Ordinance No. 2016-888
Ordinance No. 2020-979
Funding
M/WBE Verification Form
Affidavit of Ownership
Tax Report
Prior RCA T25618
Prior RCA T25618.A1

Type

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