



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 10/7/2022

T28911 - Manage Print Services (Ricoh USA, Inc) - ORDINANCE

Agenda Item#:

### **Background:**

**Request for Proposals (RFP) received July 8, 2021, for T28911 – Approve an ordinance awarding a contract between the City of Houston (“City”) and Ricoh USA, Inc. in an amount not to exceed \$12,672,166.22 for Managed Print Services for Houston Information Technology Services and other various City departments.**

### **Specific Explanation:**

The Chief Information Officer and the Interim Chief Procurement Officer recommend that City Council approve an ordinance awarding a **four (4) year contract with one (1) four-year renewal option**, for a total potential term of eight (8) years to **Ricoh USA, Inc.** in an amount not to exceed **\$12,672,166.22** for Manage Print Services for Houston Information Technology Services and other various City departments.

The scope of work requires the vendor to provide end-to-end standard Managed Print Services (MPS), which includes the lease of equipment, personnel, management, supervision, and labor necessary to manage and support all multi-function printers for various City departments. The multi-function printer services include printing, copying, faxing, and scanning to email capabilities on a single device and allows for badge reader capability to enforce authentication that will minimize the printing of unnecessary documents, thus reducing cost. The vendor is also required to provide toner, maintenance, and repair services per the contract.

The RFP was advertised in accordance with the requirements of the State of Texas bid laws, and as a result, proposals were received from the following proposers: All About It Inc, ImageNet Con, LLC, Platinum Copier Solutions, Ricoh USA, Inc., Sharp Business Systems, Xerox Business Solutions Southwest, and Zero Imaging. The evaluation committee consisted of employees from the Houston Information Technology Services (HITS), Houston Public Works (HPW), Houston Police Department (HPD), and Houston Airport System (HAS).

The proposals were evaluated based on the following criteria:

- Responsiveness of the Proposal
- Technical Competence
- Price

Ricoh USA, Inc. received the highest overall score and was deemed the best qualified firm to meet the requirements outlined in the RFP.

This project was presented to Transportation, Technology and Infrastructure Committee (TTI) on September 1, 2022.

### **M/WBE Subcontracting:**

The RFP was advertised with a 6% goal for M/WBE participation. Ricoh USA, Inc. has designated the below-named companies as its certified M/WBE subcontractors.

<b>company name</b>	<b>type of work</b>	<b>Percentage (%)</b>
<i>Access Data Supply, Inc</i>	Business Management Services	4.96%
<i>J.C. Delivery, Inc</i>	Delivery Services	3.94%
	<b>TOTAL</b>	<b>8.9%</b>

### **Pay or Play Program:**

This procurement is exempt from the City's Pay or Play Program in accordance with Executive Order 1-7, Section 4.2, subsection 4.2.1 of the City Contractors' Pay or Play Program.

### **Hire Houston First:**

The proposed contract requires compliance with the City's "Hire Houston First" (HHF) Ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case the Ricoh USA, Inc. is not designated company, therefore, the HHF preference was not applied to the contract award.

**Fiscal Note:**

Funding for this item is included in the FY 2023 Adopted Budget. Therefore, no Fiscal Note is required, as stated in the Financial Policies.

10/17/2022

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Jedediah Greenfield  
 Interim Chief Procurement Officer

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Department Approval Authority

10/17/2022

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Estimated Spending Authority			
Department	FY2023	Out-Years	Award Amount
Houston Information Technology Services	\$1,646,665.67	\$11,025,500.55	\$12,672,166.22

**Amount and Source of Funding:**

\$12,672,166.22 – Central Service Fund (1002)

**Contact Information:**

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**ATTACHMENTS:**

Description	Type
T29811 MWBE	Backup Material
T29811 Tax Report	Backup Material
T29811 Ownership Form	Backup Material
T29811 Form 1295	Backup Material
T29811 Certification of Funds	Financial Information
T29811 Award Recommendation	Backup Material
T28911 Drugs Forms	Backup Material
TTI Presentation -Citywide-Managed-Print-Services	Backup Material