



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/18/2016

ALL

Item Creation Date: 9/12/2016

T23683-A2 – Supply, Management and Support Services of Multifunction Office Machines
– ORDINANCE

Agenda Item#: 13.

Summary:

Background:

S30-T23683-A2 – Approve an amending ordinance authorizing a second amendment to Contract No. 4600010724 to increase the maximum contract amount from \$13,320,000.00 to \$14,080,000.00 and to extend the contract term from October 31, 2016 to April 30, 2017, for Supply, Management and Support Services of Multi-function Office Machines for various departments.

Specific Explanation:

The Director of Administration and Regulatory Affairs Department and the Chief Procurement Officer recommend that City Council approve an amending ordinance authorizing a second amendment to the contract between the City of Houston and Xerox Corporation to increase the maximum contract amount from \$13,320,000.00 to \$14,080,000.00 and to extend the contract term from October 31, 2016 to April 30, 2017, for Supply, Management and Support Services of Multi-function Office Machines for various departments.

This contract was awarded on April 7, 2011 by Ordinance No. 2011-238 for a three-year contract, with two one-year options to Xerox Corporation in an amount not to exceed \$12,000,000 for multi-function office machines for various departments. In anticipation of a new award, the contract was subsequently amended, via Ordinance No. 2016-0144, to increase the spending authority to \$13,320,000.00 and extend the term from April 8, 2016 to October 31, 2016. This amendment is necessary to continue uninterrupted multi-function office machine supply and management services until a new award can be presented to City Council for approval. This contract provides the management and support for 756 to approximately 900 multi-function office machines citywide.

The scope of services requires the contractor to provide all personnel, management, supervision, labor, and equipment necessary to manage and support over approximately of the City’s fleet of multi-function office machines. The contractor shall also provide toner, maintenance and repair services for black-and-white and color machines.

The contract was awarded with an 11% M/WBE participation goal and Xerox Corporation is achieving 10.16%. To Office of Business Opportunity will continue to monitor this contract to ensure maximum contract participation.

Fiscal Note:

Funding for this item is included in the FY17 Adopted Budget. Therefore, No Fiscal Note is required as stated in the Financial Policy Ord. No.: 2014-1078



John J. Gillespie, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority Signature

Prior Council Action:

Ordinance No. 2011-238, Passed March 30, 2011
Ordinance No. 2016-144, Passed February 23, 2016

Amount of Funding:

\$760,000.00 - Central Service Revolving Fund (1002)

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ATTACHMENTS:**Description**OBO DocsPrev Ord 2011-238Prev Ord 2016-144Form BAffidavit of OwnershipForm AARA-Funding sheet**Type**

Backup Material

Ordinance/Resolution/Motion

Ordinance/Resolution/Motion

Backup Material

Other

Backup Material

Financial Information