



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/9/2016

ALL

Item Creation Date: 8/9/2016

T25618 - Supply, Management and Support of Multi-Function Copier/Printer - RICOH USA, INC.

Agenda Item#: 31.

Summary:

ORDINANCE approving and awarding contract between the City of Houston and RICOH USA, INC for Supply, Management and Support of Multi-Function Copier/Printers; providing a maximum contract amount - 4 Years - \$9,041,845.00 - Central Services Revolving Fund

Background:

S12-T25618 - Approve an Ordinance authorizing a contract between the City of Houston and Ricoh USA, Inc. for supply, management and support of multi-function printers for various departments with a maximum contract amount not to exceed \$9,041,845.00 for a period of four years through the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with U.S. Communities.

Specific Information:

The Chief Information Officer and Chief Procurement Officer recommend that City Council approve an ordinance awarding a four year agreement between the City of Houston and Ricoh USA, Inc. in an amount not exceed \$9,041,845.00 for multi-function printers for various departments through the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with U.S. Communities.

This will be an annually budgeted item in the Houston Information Technology Services (HITS) Central Service Chargeback Fund (1002) budget.

Services that will be provided by the contractor, as stated in the contract will include all personnel, management, supervision, labor and equipment necessary to deliver, install, manage and support 876 multi-function printers for various City departments. The contractor shall be required to provide toner, maintenance and repair-service for all black and white as well as color machines. In addition the new contract will include improvements such as:

- A reduction in price per copy in both black and white as well as color prints
- Increased Service Level Agreement terms
- Additional scanning capabilities
- Increased capability to manage fleet with Fleet Management provided by vendor
- Increased capabilities and functions that will help eliminate redundancy and waste in printing
- Training, installation and delivery
- The entire multi-function office machine fleet will be replaced with new equipment

Pay of Play Program:

This procurement is exempt from the City's Pay or Play Ordinance. Bids/Proposal were not solicited because the department is utilizing an Interlocal or Cooperative Purchasing Agreement for this purchase.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal Agreement or Cooperative Purchasing Agreement for this purchase.

This recommendation is made pursuant to Chapter 791, Section 791.011 and Section 791.025 of the Texas Local Government Code for cooperative procurements.

M/WBE Subcontracting:

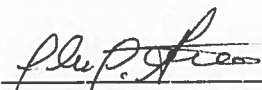
Ricoh USA, Inc. has designated the below-named companies as its certified subcontractors.

<u>Name</u>	<u>Type of Service</u>	<u>Amount</u>	<u>Percentage</u>
ADSI	Full/Part Time Customer Service	\$904,184.50	10 %
JC Delivery	Machine Delivery/Moving Service	\$452,092.25	5 %

The Office of Business Opportunity will monitor this award.

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

Amount of Funding:

\$1,078,123.00 FY17 Central Services Revolving Fund (1002)
\$7,963,722.00 Out Years Central Services Revolving Fund (1002)
\$9,041,845.00 TOTAL

Contact Information:

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ATTACHMENTS:

Description

RCA (revised)

MWBE doc

Form A

Form B

Affidavit of Owership

conflic of interest form

Residence form

Funding Information - Attachment A

Ordinance

Contract

Type

Signed Cover sheet

Backup Material

Backup Material

Backup Material

Other

Other

Other

Financial Information

Ordinance/Resolution/Motion

Contract/Exhibit