



TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Contract with NovaCopy, Inc. of Irving, Texas for Managed Print Services

MEETING DATE: September 18, 2012

DEPARTMENT: Department of Information Technology

CONTACT: Chris Chiancone, Chief Information Officer
Lisa Littrell, Purchasing Supervisor

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution

ITEM SUMMARY:

- The Request for Proposals, 12-10RFP was advertised and released on March 22, 2012
- A total of nine proposals were received and opened on May 10, 2012
- An evaluation team of City personnel was formed to review and evaluate all proposals based on specific criteria outlined in the RFP. The top two evaluated suppliers were invited to interview with the team.
- Interviews were conducted by the evaluation team and NovaCopy, Inc. was determined to be the best and most economical value for the City.
- Contract shall commence upon execution and continue for (1) year with four (4) one year renewals

BACKGROUND INFORMATION:

- NovaCopy, Inc. will assist the City in assessing departmental print activity and ultimately reduce cost prohibitive printers/supplies and upgrade the existing copier fleet to multi-functional devices.
- The Managed Print Services contract fees are as follows and will include all parts, labor, toner, drums, PM kits and repairs to maintain equipment to factory specifications.
 - Cost per print monochrome .008
 - Cost per print color .069
- Initial equipment lease of approximately 25 multi-functional devices

FINANCIAL SUMMARY:

- Approximate annual expenditure is \$102,000*
*devices may be added or deleted after assessment of fleet

- Funds are available in accounts 001-9999-403-8515 and 001-2119-413-8421

BOARD OR COMMISSION RECOMMENDATION:

- N/A