



18-867

TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Contract with Canon Solutions America of Dallas, Texas for Managed Print Services

COUNCIL GOAL: Operational Excellence
(2C: Identify opportunities for internal efficiencies and continuous improvement to effect a high performing organizational culture)

MEETING DATE: October 16, 2018

DEPARTMENT: Department of Information Technology

CONTACT: Sid Hudson, Chief Information Officer
Lisa Littrell, CPPB, CPPO Purchasing Manager

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution

ITEM SUMMARY:

- This Resolution authorizes the City Manager to execute a contract with Canon Solutions America of Dallas, Texas for Managed Print Services.
- Managed print services is a program offered by print providers that manages all aspects of business printing devices, including printers, scanners, and multi-functional devices.

BACKGROUND INFORMATION:

- The City issued Request for Proposal 18-10RFP Managed Print Services on February 18, 2018.
 - Advertised in McKinney Courier Gazette
 - Posted on McKinney TV
 - 290 eBid Supplier Notifications
- In responses to all notices published, seven (7) bids were received on March 29, 2018.
- An evaluation team comprised of staff members from the Information

Technology, Human Resources, and Finance Departments reviewed and ranked the proposals based on the following criteria:

- 20 Points-Qualifications
 - 20 Points-Approach and Implementation
 - 20 Points-Pricing
 - 20 Points-Technical Capabilities
 - 15 Points-References
 - 5 Points-Sustainability
- Based on the evaluation results, Canon Solutions America, is being recommend by the team as the best value for the City based on the following:
 - Canon has been industry leader in printing domain.
 - Canon is ISO 9001 (Quality Management), ISO 14001 (Environmental Management Systems) certified along with Energy Star partner.
 - Well defined implementation plan for equipment roll-out.
 - Best in class faxing capabilities along with security features (secure boxes).
 - Enhanced reporting features available such as meter reading via On-Line Account management portal.

FINANCIAL SUMMARY:

- Annual estimated 36 month equipment lease is valued at \$96,367.32 with associated cost per print which varies based on device. See bid tabulation for details.
- Funds are budgeted in the following accounts:
 - 001-9999-403-8515
 - 001-9999-403-8525
 - 001-2119-413-8421

BOARD OR COMMISSION RECOMMENDATION:

- N/A

SUPPORTING MATERIALS:

[Resolution](#)

[Bid Tab](#)

[Bid Tab Best and Final](#)

[Presentation](#)