



# CITY OF MCKINNEY, TEXAS

## Legislation Details (With Text)

<b>File #:</b>	18-867	<b>Name:</b>	Printer Services Contract
<b>Type:</b>	Agenda Item	<b>Status:</b>	Approved
		<b>In control:</b>	City Council Regular Meeting
<b>On agenda:</b>	10/16/2018	<b>Final action:</b>	10/16/2018
<b>Title:</b>	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		
<b>Indexes:</b>			
<b>Attachments:</b>	1. Resolution, 2. Bid Tab, 3. Bid Tab_Best and Final, 4. Presentation		

Date	Ver.	Action By	Action	Result
10/16/2018	1	City Council Regular Meeting	Approved	Pass

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