

CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
PURCHASING & GENERAL SERVICES DEPARTMENT

ITEM NO. 6

**TO:** Mayor and City Council

**FROM:** Janie B. Cantu, Director of Purchasing & General Services

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Travis M. Bishop, Assistant City Manager;  
Laura Isenstein, Director of Library Department;  
File

**SUBJECT:** Photocopier Services

**DATE:** November 7, 2002

**SUMMARY & RECOMMENDATION:**

This ordinance authorizes the Purchasing & General Services Department to accept the request for proposal from Documation to provide the City of San Antonio Library Department with photocopier services and establish rates for additional copying features. Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION:**

The San Antonio Public Library offers photocopying services to its customers at the Central Main Library and 18 branch sites. Self-serve copiers are available to the public at each site for a fee of \$0.10 per copy. The library has maintained an agreement with the same contractor over the past eight years for copier services. This agreement requires the contractor to own all copiers, as well as maintain and service the machines as needed. Although the contract has expired, the contractor Danka Office Images has agreed to provide the same level of service until a new contract becomes effective.

During the past year, the library evaluated their printing services needs. With the introduction of the internet, color and digital copiers, and laser printers, the library explored the feasibility of an integrated print management solution. A request for proposal was issued for an integrated print management solution that networked all the library's copiers and printers. A thorough evaluation of the proposals was conducted and it was concluded that the cost of these combined services was not feasible. Implementing an integrated print management solution would result in a substantial cost to the city. With the current contract, copier services were offered to the public with no cost to the library system.

Staff re-evaluated the needs of their customers and issued a new RFP on July 15, 2002 for stand-alone black and white and color copying equipment and service. The City received one proposal from Documation. Xerox Connect and Danka Office Imaging submitted "no-bids". Documation's proposal was evaluated by a team consisting of representatives from Economic Development, Purchasing and General Services and the Library, and was reviewed by the City Attorney's Office.

Evaluation criteria included: qualifications of key personnel, experience, references (operational and financial), equipment, restocking and servicing schedules for equipment, lost money reimbursement procedure, maintenance and replacement schedules, commission schedule, and Small Business Economic Development Advocacy Policy Compliance. Upon review, the committee found Documation's proposal responsive to all elements of the request for proposal.

As a final step of the evaluation, committee members met with representatives from Documation and discussed all aspects of the proposal. Documation's knowledge and experience in the vended copier business will provide library patrons with dependable equipment and service and allow the City to maximize revenues under this agreement. The evaluation committee recommends award to Documation.

**POLICY ANALYSIS:**

The contractor will be required to provide a minimum of thirty-two black and white copiers and one color copier equipped with vending mechanisms and two change dispensing machines at designated locations under this agreement. There will be no cost to the City. Any additional equipment provided shall be subject to the terms and conditions of this agreement. All equipment will be new and unused and title shall remain with the contractor. In addition to providing all equipment, the contractor is also responsible for complete service and maintenance of all equipment, providing all supplies including paper and toner, and collecting all monies and providing usage and revenue reports.

The proposed cost of black and white copies is \$0.10 per page for letter and legal size images and \$0.20 per page for 11" x 17" images. The proposed cost of color copies is \$1.00 per page for letter and legal size images and \$2.00 per page for 11" x 17" images. Under this agreement, no minimum copies or revenues are guaranteed to the contractor and library staff may produce black and white copies for administrative use at no charge up to 15% of the total black and white copier volume. If staff usage exceeds the set volume, the City will be charged \$0.03 per page for letter and legal size copies and \$0.06 per page for 11" x 17" copies. Library staff may produce color copies at a rate of \$0.40 per page.

The initial agreement will be for a period of three years beginning upon the effective date of award by City Council and may be extended for two additional one-year periods. During the initial contract period, the City will receive 50% of all revenues over \$5,600.00 monthly for black and white copies. For color copies, the City will receive \$0.42 for letter and legal size images and \$0.84 for 11" x 17" images.

Staff recommends award of a contract to Documation for photocopier services for the Library Department. Staff also recommends approval of the following rates: \$0.20 per page for 11" x 17" images produced on a black and white copier, \$1.00 per page for letter and legal size images produced on a color copier and \$2.00 per page for 11" x 17" images produced on a color copier.

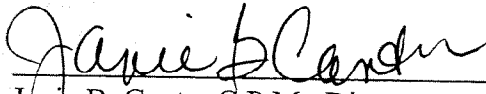
**FINANCIAL IMPACT:**

This contract requires no financial obligation from the City of San Antonio. Revenues generated by this contract are estimated to be \$10,000-\$12,000 per year dependent upon the actual number of copies produced. Funds are not encumbered by this ordinance.

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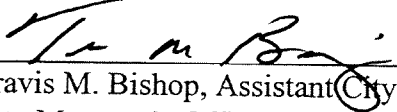
**COORDINATION**

This ordinance has been coordinated with the City of San Antonio Library Department.



Janie B. Cantu, C.P.M., Director  
Purchasing & General Services

APPROVED:



Travis M. Bishop, Assistant City Manager  
City Manager's Office

JBC/cvc

COMPOSITE SCORE SHEET FOR  
PHOTOCOPIER SERVICES FOR THE CITY OF SAN ANTONIO LIBRARY SYSTEM  
RFP 02-098

			Companies		
Item	Contractor Qualifications	Points Assigned	Documation	Danka	Xerox
1	Responsiveness to RFP	10	10	No Bid	No Bid
2	Background and Capability to Provide Services	20	19		
3	Photocopying and Change Dispensing Equipment	20	20		
4	Service and Maintenance Schedule	20	20		
5	Commision Schedule	10	10		
6	Local Business Participation	10	10		
7	Disadvantaged Business Participation	5	0		
8	SBEDA Policy Compliance	5	0		
	Total	100	89		