

CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PURCHASING & GENERAL SERVICES DEPARTMENT

CONSENT AGEND
ITEM NO. 8

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;
Albert Ortiz, Chief of Police;
File

SUBJECT: Lease of Network Printer

DATE: January 23, 2003

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to accept the contract from Ikon Office Solution to provide the City of San Antonio Police Department with the lease of a network printer. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

Submitted for council consideration and action is an ordinance accepting the contract from Ikon Office Solution to provide the City of San Antonio Police Department with the lease of a network printer.

The Police Department operates a print shop out of the headquarters location. The printer currently being utilized has experienced significant downtime during the past twelve to eighteen months. The printshop produces 4.5 million copies annually and operates on a full-time basis.

The negotiated terms will establish a sixty-month lease for the equipment and associated services for the duration of the contract. The contract shall begin upon award by City Council and terminate sixty months after acceptance unless extended or terminated by the City.

POLICY ANALYSIS:

The equipment provided by this lease will provide the Police Department with high speed printing equipment for production of department forms and publications distributed to department staff on a regular basis. The high demand for quality printed forms and memos used by the Police Department requires a dependable print shop capable of running print jobs in a timely and consistent manner.

Specialized services such as high-speed printing, scanning, forms printing, tab printing and document format conversion will be provided as well as finishing features such as stapling and collating while being networked. The equipment will be replacing current equipment that is at the end of its productive life cycle and lease term. The term of this contract will begin upon award by City Council and terminate sixty months thereafter.

Request for offers were sent to vendors listed on the State of Texas Qualified Information Systems Vendor (QISV) list and included two Historically Underutilized Businesses (HUBs).

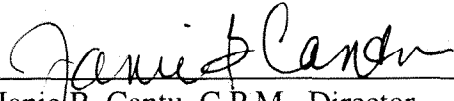
A QISV request for offer, utilizing Resolution No. 91-39-53 which allows the use of State Cooperative contracts, was issued and advertised on the City of San Antonio website and open to any QISV interested in responding.

FINANCIAL IMPACT:

The estimated cost of this contract is \$3,788.00 per month. The monthly cost may vary depending upon monthly print volume. Funding will be from the General Fund. All expenditures will be in accordance with the FY02-03 Budget approved by City Council.

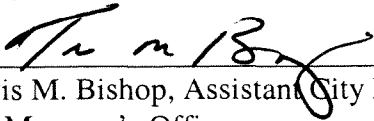
COORDINATION

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

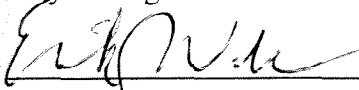


Janie B. Cantu, C.P.M., Director
Purchasing & General Services

Approved:



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



Terry M. Brechtel
City Manager

City of San Antonio Bid Tabulation

Opened: August 23, 2002

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No Bid: Oce-USA, Inc.

City of San Antonio Bid Tabulation

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