

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
PURCHASING & GENERAL SERVICES DEPARTMENT**

**TO:** Mayor and City Council

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

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

**COPIES:** Travis Bishop, Assistant City Manager; Emil Moncivais, Director of Planning; Florencio Peña, Director of Development Services; Ramiro Cavazos, Director of Economic Development Rebecca Waldman, Asset Management; File

**SUBJECT:** Lease Agreement for Multi-Function Printers for One Stop

**DATE:** April 10, 2003

**SUMMARY AND RECOMMENDATION:**

This ordinance authorizes the Purchasing & General Services Department to lease digital network multi-function printers for the Planning, Development Services and Economic Development Departments located in the One Stop Center in accordance with the Interlocal Participation Agreement with the Texas Local Government Purchasing Cooperative Ordinance 97097. This cooperative is administered by the Texas Association of Schoolboards and is endorsed by the Texas Municipal League and the Texas Association of Counties. The products and services that are part of the cooperative have been competitively bid and awarded by the Cooperative's Board of Trustees based on Texas Statutes.

**BACKGROUND**

Submitted for council consideration and action is an ordinance accepting the contract from Ikon Office Solutions to provide Planning, Development Services and Economic Development Departments located in the One Stop Center with the lease of digital network multi-function printers.

This contract will provide the Planning, Development Services and Economic Development Departments with a forty-eight month agreement for the lease of five multi-function printers and one high speed multi-function printer. These printers will be located in the One Stop Center and will support the needs of the departments. The contract includes installation, training, service, maintenance and supplies to include toner and staples. The contract shall begin upon award by City Council and terminate April 30, 2007.

Currently the departments are using analog copiers without network functionality. The new digital printers will be fully network capable. The printers will include a print kit enabling it to function as a laser printer and a facsimile function enabling it to operate as a facsimile machine.

**POLICY ANALYSIS**

The equipment provided by this lease will provide the Planning, Development Services and Economic Development Departments located in the One Stop Center with digital network multi-function printers. The purpose of the One Stop Center is to provide a convenient, single source of information and assistance to private sector entities that are expanding, developing, or relocating their businesses. Additionally, the One Stop Center operates as a mutli-function facility for the citizens of the City of San Antonio. The key component of re-engineering is the implementation of new business processes and new software in relation to the City's Enterprise Resource Management Project. The facility ensures ease of use for customers as well as City employees.

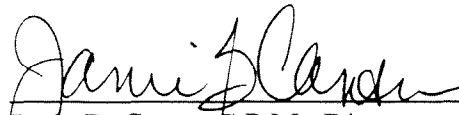
This equipment will replace analog equipment originally installed in 1997 and 1998. The new equipment provides enhanced productivity, laser printing and facsimile transmittal capability, a finishing system to include collating and sorting while being connected to the network. Overall, productivity is more controlled and cost effective. The digital network equipment has SAP R/3 device type support allowing enhanced capabilities and higher quality output from equipment. The estimated annual savings and improved productivity are valued at \$84,432.00.

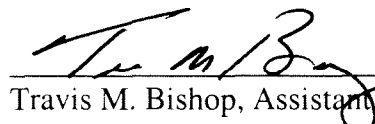
**FINANCIAL IMPACT**

The estimated expenditure for this lease agreement is approximately \$148,848.00 for (48) forty-eight months.


**COORDINATION**

This purchase has been coordinated with the Planning, Development Services, Economic Development and Asset Management Departments.

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

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

APPROVED:

  
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Terry M. Brechtel  
City Manager

CITY OF SAN ANTONIO  
BID TABULATION

ANNUAL CONTRACT FOR: LEASE OF MULTI-FUNCTION PRINTERS FOR ONE STOP CENTER

Ikon Office Solutions  
121 Interpark Boulevard  
Suite 104  
San Antonio, TX 78216

DESCRIPTION	TOTAL PRICE 48 MONTHS
5 Multi-Function Printers (Upon Award thru April 30, 2007)	\$58,656.00
1 High Speed Multi-Function Printer (Upon Award thru April 30, 2007)	\$90,192.00
GRAND TOTAL	\$148,848.00
Terms	Net 30

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