

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

CONSENT AGENDA
ITEM NO. 8

TO: Mayor and City Council

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

THROUGH: Terry M. Brechtel, City Manager

COPIES: Erik J. Walsh, Assistant to the City Manager;
Dr. Fernando Guerra, Director of Health Department; File

SUBJECT: Digital Duplicator Printers

DATE: November 13, 2003

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to accept the bid from Office Communications Systems (OCS) to provide the City of San Antonio Metropolitan Health District with three digital duplicator printers and three one-year maintenance agreements. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

The equipment provided by this purchase will provide the San Antonio Metropolitan Health Department with three digital duplicator printers and three one-year maintenance agreements. The Health Facilities Division performs approximately 90% of the printing for the City of San Antonio Health District facilities. The facilities include eleven public health clinics that provide maternity and well-baby care, four dental clinics and fourteen Women and Children Nutrition Service (WIC) clinics and fourteen Immunization clinics. Dental charts, brochures for WIC clinics, birth and death record requests and doctor consent forms for vaccinations are a few of the forms printed by the Health Facilities Division.

This contract will provide digital duplicator printers that will be located in the Health Facilities Print Shop. Digital duplicator printers offer fast and economical network printing in letter and ledger size formats and the ability to produce black and white and color prints at 120 pages per minute. The digital duplicator is designed with a large touch screen for easy direct touch display, which details all operations, consumable levels and queued jobs. This new equipment shall provide the printing facility the ability for more timely printing services and allow quicker response to changes as mandated by the CDC in Atlanta, Georgia at the lowest cost to the San Antonio Metropolitan Health District. The forms and literature printed by the Health Facilities Division changes frequently as advised by the Communicable Diseases Center (CDC) in Atlanta, Georgia. The purchase of this equipment includes installation of equipment, consumable supplies and a 90-day warranty and training.

The average life span of digital duplicator printers with excessive prints is two to three years. This new equipment will replace equipment purchased in June 1999. Over a four-year period, approximately 33,000,000 forms and literature have been printed. Due to the number of prints and downtime for maintenance repairs the current equipment limits productivity and performance.

POLICY ANALYSIS:

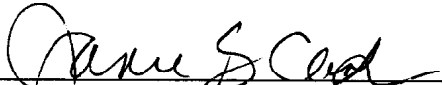
This purchase will be made in accordance with the State Cooperative Program passed on Resolution No. 91-39-53 dated 9-12-91. In 1979, legislation created the Texas Building and Procurement Commission Cooperative Purchasing Program (TBPC-Co-Op), which offers members a unique opportunity to purchase goods and services from state term contracts and the CISV Catalogue Purchasing Program. The Texas Building and Procurement Commission administers the cooperative program. The products and services that are part of the cooperative have been competitively bid and awarded by the Texas Building and Procurement Commission based on Texas Statutes.

FISCAL IMPACT:

The total cost of this contract is \$27,717.45. Funding will be from the Grants in Aid Trust Fund-Immunization Program. All expenditures will be in accordance with the FY03-04 Budget approved by City Council.

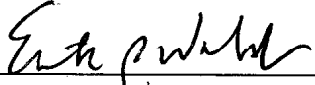
COORDINATION:

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



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

APPROVED:



Erik J. Walsh, Assistant to the City Manager
City Manager's Office

CITY OF SAN ANTONIO
BID TABULATION

DIGITAL DUPLICATOR PRINTERS FOR SAN ANTONIO METROPOLITAN HEALTH DISTRICT

OFFICE COMMUNICATIONS SYSTEMS
10231 KOTZEBUE
SAN ANTONIO, TX 78280-3014

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
3 ea	Riso Digital Duplicator Printer, Model RP3700 Commodity Code: 600-57-75200-2	\$8,485.15	\$25,455.45
3 ea	One (1) year maintenance agreement to include supplies Commodity Code: 600-57-75210-1	\$754.00	\$2,262.00

(State of Texas Contract # 600-A5)

TOTAL	\$27,717.45
-------	-------------

TERMS: Net 30

DELIVERY: 20 Days

ARW/arw
04-007