



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		5/12/2014			
Department:		Technology Services			
Department Head		David Stephens			
Agenda Coordinator (include phone #): Dianna Wike x7549					
CAPTION					
CSP 2014-111-C for a 5 year contract with 2 City optional 2 year renewals, for Print Management Services to NovaCopy, Inc. in the estimated annual amount of \$162,444, or an estimated amount of \$812,220 over a five year period, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2013-14, 2014-15, 2015-16, 2016-17, 2017-18, 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	40,611	771,609	812,220
Encumbered/Expended Amount		0	0	0	0
This Item		0	-40,611	-771,609	-812,220
BALANCE		0	0	0	0
FUND(s): VARIOUS FUNDS					
<p>COMMENTS: This item approves price quotes. Expenditures will be made from each department based on need and within the approved budget appropriations for each year of the contract. The estimated total contract amount is \$812,220 and covers a (5) five-year period, overlapping fiscal years. The estimated amount is \$40,611 for the remainder of 2013-14, \$162,444 for 2014-15, 2015-16, 2016-17, and 2017-18, and \$121,833 for 2018-19.</p> <p>STRATEGIC PLAN GOAL: Annual contracts for print management services and copiers relates to the City's Goal of a Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
<p>The Technology Services staff recommends the purchase of Print Management Services from NovaCopy, Inc. in the estimated annual amount of \$162,444 or an estimated amount over a five year period of \$812,220. This contract will include the equipment, software, and maintenance services for copy, print, scan and fax capabilities. This will replace the current contract for multi-function devices, which expires in July, 2014.</p>					



CITY OF PLANO COUNCIL AGENDA ITEM

List of Supporting Documents: Memorandum CSP Recap	Other Departments, Boards, Commissions or Agencies



Memorandum

Date: April 24, 2014
To: Diane Palmer-Boeck, Purchasing Manager
From: David Stephens, Director Technology Services
Subject: Award for CSP 2014-111-C for Print Management

Technology Services proposes procuring Print Management services from NovaCopy, Inc. NovaCopy was selected as the preferred provider of print management services for the City of Plano in response to CSP 2014-111-C. NovaCopy will be supplying and maintaining multi-function devices (MFD's) that will replace existing copiers and also provide copier, printing, scanning and faxing capabilities.

There are currently 92 copiers and over 360 networked and stand-alone printers throughout the City of Plano facilities. Over the next three years, the goal of this managed print service contract is to reduce the number of network and stand-alone printers and utilize more multi-function devices. The cost to print an individual page from an MFP device is significantly lower than the cost to print from a network or desktop printer. The cost per page ranges from \$.069 from an MFD device to over \$.18 from a desktop printer. Based on an estimated volume of 3.8 million pages printed per year, the cost savings can be substantial.

There were nine respondents to CSP 2014-111-C and NovaCopy was selected as having the highest overall scores for cost and technical features. They were the third lowest provider when looking at the estimated costs over the five year contract term. The estimated cost per year is \$162,444, which lead to a five year total of \$812,220. This estimate is based on the existing number of multi-function devices that will be replaced but the amount may increase depending upon the speed at which we can migrate network and stand-alone printers to MFD's.

The current contract for copier maintenance, at an annual rate of \$180,000, expires in July 2014. Therefore, if we do not enter into this agreement with Novacopy we may lose the ability to have copier functionality at our City facilities. The new contract is also at a lower rate than the existing contract.

**CITY OF PLANO
CSP RECAP
CSP NO. 2014-111-C
FOR PRINT MANAGEMENT**

CSP opening Date/Time: February 17, 2014 at 3:00 PM

Number of Vendors Notified: 1476

Vendors Submitting "No Bids": 0

Number of Proposals Considered: 9

	Estimated 5 Year Amount
Canon Solutions America, Inc.	\$1,513,079
Denitech Corporation, Inc.	\$ 877,870
DOCUmentation of North Texas	\$ 422,014
ImageNet Consulting, LLC	\$ 862,493
Konica Minolta Business Solutions U.S.A., Inc.	\$ 878,331
NovaCopy, Inc.	\$ 812,220
Ricoh USA, Inc.	\$1,216,860
Sun Print Management	\$1,969,080
Toshiba Business Solutions, Inc.	\$ 519,180

Proposals Received - Not Considered: 0

Recommended Vendor(s):

NovaCopy, Inc. \$812,220

Dianna Wike

April 22, 2014

Dianna Wike, Contract Specialist

DATE