

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 10/25/2021

Please mark one:  Bill Request or  Resolution Request

## 1. Type of Request:

- Contract/Grant Agreement  Intergovernmental Agreement (IGA)  Rezoning/Text Amendment  
 Dedication/Vacation  Appropriation/Supplemental  DRMC Change  
 Other:

## 2. Title: (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves a contract with Xerox Corporation for \$7,500,000 and for three years and three months to provide Copiers and Managed Print Services for the City's printer fleet

## 3. Requesting Agency: Technology Services

## 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jim Balogh	Name: Joe Saporito
Email: <a href="mailto:Jim.balogh@denvergov.org">Jim.balogh@denvergov.org</a>	Email: <a href="mailto:joseph.saporito@denvergov.org">joseph.saporito@denvergov.org</a>

## 5. General description or background of proposed request. Attach executive summary if more space needed:

Printing is considered a "critical City service". In 2014 the City's print fleet was centralized under a "Managed Print Services" (MPS) program. The City conducted a solicitation, awarded a vendor and entered into an MPS agreement to implement a Managed Print Services program that fit the City's office printing needs. This included all the City's (including Denver International Airport) printing devices, supplies, service, parts and labor. Originally this program was managed by General Services and was handed off to be managed by Technology Services in 2018. The previous agreement has expired and Technology Services, through this new agreement with Xerox Corporation, is looking to continue with its MPS program. The City is aligning this agreement with the term of the State of Colorado's agreement with Xerox leveraging the State's competitive selection process.

The MPS program is beneficial to the City by creating efficiencies, cost savings and access to best in class printing equipment and related software. This agreement completely covers all printers in the City's existing (legacy) print fleet, under the scope of the previous agreement allowing the City to transfer from the previous agreement to the new agreement without a disruption in service. Meaning, necessary repairs, supplies and replacements/ upgrades will continue as normal. Under this agreement, new/replacement machine rental costs are on average 18% less than machine rental costs on the City's previous agreement. A savings seen directly by City Agencies. It also introduces fleet standardization and automation software, long sought after by the City's fleet management team within Technology Services. The new software paired with a standardized fleet allows for more flexible and secure print options. Available throughout the City to any users regardless of device or agency. Based on current City print data, Technology Services believes that just one of the features introduced (Follow-You Printing) will save the City's print waste by 17% per year (around 350k sheets of paper). This software also provides print and fleet analytics in real time, rather than a month in arrears with the current manual process. This data allows Technology Services to find reoccurring issues/ service needs, training opportunities and general insight into the City's complete print needs.

The MPS program includes all agencies within the City including branches and sub-agencies. Branches include CCD, SAFETY, DIA, DPL and COURTS. All 5 branches have deemed printing a "critical service" and centralized their print fleets under the MPS

*To be completed by Mayor's Legislative Team:*

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umbrella program. There are currently 40 participating agencies with devices at 159 different locations throughout the City with approximately 14,000 - 17,000 monthly users City wide.

The Technology Services Fleet Management team reviewed the State of Colorado's solicitation and award process and compared each vendor's offerings that are available under the State's program as well as to the previous agreement. An internal analysis based on City print data was then weighed into a "future state" with each vendor. Based on the statistical data forethought into the City's future print needs, the analysis showed that entering into an agreement with Xerox Corporation, with partnership from a local Xerox partner, Xerox Business Solutions Southwest, was the best statistical and reasonable option.

- 6. **City Attorney assigned to this request (if applicable):** Steve Hahn
- 7. **City Council District:** N/A - Citywide
- 8. **\*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

### Key Contract Terms

**Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):**

Standard Expenditure contract exceeding \$500,000

**Vendor/Contractor Name:** Xerox Corporation

**Contract control number:** TECHS-202160212

**Location:** Citywide

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?**

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

10/1/2021 - 12/31/2024 Duration: 3 years and 3 months

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
(A)	(B)	(A+B)
N/A	N/A	\$7,500,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
N/A	N/A	12/31/2024

**Scope of work:**

Vendor will provide Copiers and Managed Print Services (MPS) to include Multi-function Devices (MFD's), Single-function Printers, Production Equipment, Large/Wide Format Equipment, Scanners, and software bundles that enable and enhance the productivity and capability of the devices.

**Was this contractor selected by competitive process?** Yes **If not, why not?**

**Has this contractor provided these services to the City before?**  Yes  No

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**Source of funds: Operational Funds**

**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A

**WBE/MBE/DBE commitments (construction, design, Airport concession contracts):** N/A

**Who are the subcontractors to this contract?** Xerox Business Solutions Southwest

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