



Legislation Text

File #: 21-1304, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 10-25-21

Requesting Agency: Technology Services
Division:

Subject Matter Expert Name:

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Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Agreement between the City and County of Denver and Xerox Corporation for the use of copiers and managed print services.

Approves a contract with Xerox Corporation for \$7.5 million and through 12-31-24 to provide copiers and managed print services for the City's office printing needs (TECHS-202160212). The last regularly scheduled Council meeting within the 30-day review period is on 12-6-21. The Committee approved filing this item at its meeting on 11-2-21.

Affected Council District(s) or citywide? Citywide

Contract Control Number: TECHS-202160212

Vendor/Contractor Name (including any "DBA"): Xerox Corporation

Type and Scope of services to be performed:

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 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.

Location (if applicable):

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts):

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

Was this contractor selected by competitive process or sole source?

Competitive process

For New contracts

Term of initial contract: 10/1/2021 - 12/31/2024

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term: \$7,500,000

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)