



## **PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR MANAGED PRINT SERVICES WITH SHARP ELECTRONICS CORPORATION**

**Public Utilities Department**

Board of Public Utilities Meeting  
January 14, 2019

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### **BACKGROUND**

1. December 22, 2010, the City amended the agreement with ACS Enterprise Solutions, Inc. to provide hardware, remote care and consumables, and fulfillment services for copier and printing equipment.
  - a) These services are known as Managed Print Services (MPS)



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## BACKGROUND (con't)

1. April 12, 2018, the City issued Request For Proposals (RFP) No. 1817 – Managed Print Services to seek proposals for qualified vendors for:
  - a) Copier equipment (including both standard and optional components),
  - b) Printer equipment,
  - c) MPS services (including third party network printers),
  - d) Fixed per page rates for black/white and color printing, and;
  - e) Optional third party leasing firm bids.



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## BACKGROUND (con't)

1. The City receive six qualified responses for MPS and one qualified third party lease for evaluation.
2. After evaluation of the responses based on several factors, the City ranked Sharp as the most responsive and responsible proposal.



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## BENEFITS OF MPS PROGRAM

1. Reduce costs and improve efficiency
2. Improve productivity
3. Save time
4. Reduce capital expenditure
5. Reduce environmental footprint

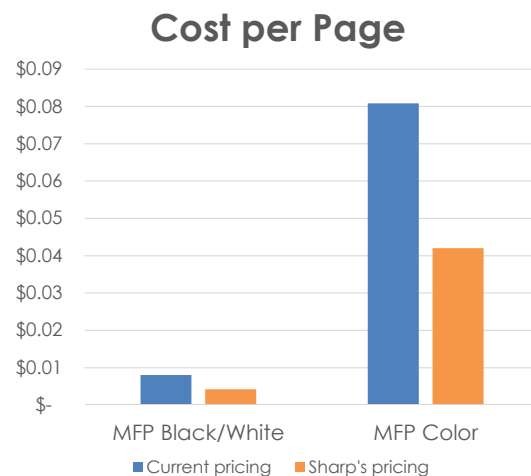


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## DETAILED BENEFITS: LOWER COST

1. Provides locked pricing for standard and optional equipment components
2. More modern equipment for roughly the same monthly equipment lease price
3. Price per page is lower



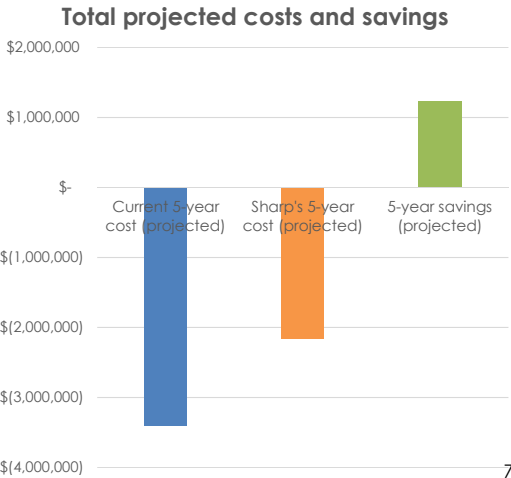
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# DETAILED BENEFITS: LOWER COST (con't)

- 4. Includes all consumables required for image creation including toner cartridges, developer, waste toner bottles, staples, and maintenance kits
- 5. Vendor will be providing services that are performed in-house today



# DETAILED BENEFITS: NEW COPIER TECHNOLOGY

- 1. Improved reliability
- 2. Improved user interface
- 3. Improved scanning functionality
- 4. Secure print function
- 5. Improved information security



## PLANNED TRANSITION

1. Sharp will begin providing MPS for existing owned devices that the City will retain.
2. All departments have been engaged during the process.
3. Sharp will be providing end-user training.



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## COST SUMMARY

City Department	Direct Charge to Department (%)	Total MPS Costs (5-Years)
City Attorney's Office	3.2%	\$69,350
City Manager	6.0%	\$130,030
Community and Economic Development	10.5%	\$227,553
Finance	2.8%	\$60,681
Fire	4.5%	\$97,523
General Services	7.1%	\$153,869
Human Resources	3%	\$65,015
Innovation and Technology	3.3%	\$71,517
Museum	1.8%	\$39,009
Parks & Recreation	9.4%	\$203,714
Police	6.8%	\$147,368
Public Utilities – Administration	10.8%	\$234,055
Public Utilities – Electric	9.2%	\$199,380
Public Utilities – Water	3.0%	\$65,015
Public Works	18.6%	\$403,094
<b>TOTAL</b>	<b>100%</b>	<b>\$2,167,172</b>

**RPU total is  
\$498,450 over  
5-year term**



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## RECOMMENDATIONS

That the Board of Public Utilities recommend that the City Council:

1. Approve the Professional Consultant Services Agreement with Sharp Electronics Corporation, of Montvale, New Jersey in response to Request for Proposal No. 1817 for Managed Print Services with a five-year term in an amount not to exceed \$2,167,172; and
2. Authorize the City Manager, or his designee, to execute all documents pursuant to the Managed Print Services Agreement, including but not limited to the Agreement, Master Lease Agreement, Customer Care Maintenance Agreements (orders), Master Lease Agreement Schedule, and related financing documents, Equipment Delivery Acceptance forms, and making minor non-substantive changes and authorizing annual renewals.

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