



City Copier Needs Assessment and Contract Approval

October 5, 2011

Needs Assessment

- Directed by Council
- Conducted by KMBS August 2010 at no cost to City
- Convenience Copiers
- Printers and fax machines

Findings

- Staff/device ratio below industry standards
- Industry standard ratio 7:1
- Recommend shift to convenience copier equipment
- Publishing Services is implementing study suggestions to optimize copier fleet

Study Implementation

- Four convenience copiers eliminated
- 400 printers eliminated
- Convenience copiers are less expensive and more capable
- Estimated annual savings approaches \$150,000

Convenience Copier Program

- 570 multi-function devices citywide
- 5-year contract expired August 22, 2011
- Contract extended to December 31, 2011

Pricing Strategy

- Per-copy approach minimizes risk to City
- Per-copy beneficial with lower copy volumes
- Documented copy volume decline expected to continue

Production Copiers

- Quick Copy Center
- High volume copiers
- Large format plotter
- Upgrades part of managed competition proposal
- Maintenance provided by multiple vendors

RFP Responses

- Proposals from Xerox, Ikon, Toshiba, Konica-Minolta, and Sharp
- All proposals responsive and competitive

Evaluation Results

- P&C completed reference checks
- Evaluation team scored each proposal based on RFP criteria
- Sharp offered lowest overall price

Contract

- Five year rental
- Cost per copy fixed for five years @ average \$0.02/copy
- No additional charges for toner or maintenance
- Estimated FY 2012 Savings \$150,000
- Actual Cost determined by usage

Summary

- Significant cost savings for City
- Flexible pricing schedule
- Continued replacement of older equipment
- Aggressive deployment schedule
- Request approval for new contract



Questions

