



# City of San Antonio

## Agenda Memorandum

**File Number:**13-1038

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**Agenda Item Number:** 11.

**Agenda Date:** 12/5/2013

**In Control:** City Council A Session

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**DEPARTMENT:** Library Department

**DEPARTMENT HEAD:** Ramiro Salazar

**COUNCIL DISTRICTS IMPACTED:** All

### **SUBJECT:**

DOCUmentation, Inc. Contract Amendment

### **SUMMARY:**

Council approval of contract extension for public photocopying/printing at Library locations.

### **BACKGROUND INFORMATION:**

To enhance customer service, the San Antonio Public Library offers photocopying and public internet printing at all locations. Each year, approximately 650,000 photocopies and 440,000 computer prints are made by customers. In 2002, the City contracted with DOCUmentation, Inc. to provide photocopying services, maintenance, and cash collection activities in exchange for a percentage of revenues generated. After a 2007 Request for Proposal process, the resulting Ordinance No. 2007-12-06-1262 amended the 2002 contract with DOCUmentation, Inc. to extend the contract terms through November 2010 with two additional one year renewal options. Ordinance No. 2012-11-08-0881 authorized a month-to-month one year extension through November 2013 of the contract to allow the Library time to solicit a new contract. Under the amended contract, DOCUmentation, Inc. remits ten percent of gross revenues to the City from photocopying and public computer print services.

### **ISSUE:**

This ordinance authorizes the amendment and extension of the existing contract for photocopying and computer printing services at all San Antonio Public Library locations with DOCUation, Inc. The contract extension requested is for one year with an additional year on a month-to-month basis. Photocopying and computer printing services are made available at all library locations as a public service to library customers. Revenue generation remitted to the City during this contract extension is projected to be approximately \$21,000. DOCUation, Inc. will be solely responsible for the provision of all equipment, maintenance, supplies, and cash collection activities. Ordinance 2012-11-08-0881 authorized a one year extension through November 2013 of the contract so that the City conducts a new solicitation process. The City released RFP 13-095 on September 19, 2013 with a proposal due date of October 11, 2013. One vendor submitted a proposal and it was subsequently deemed as non-responsive. Following the poor response, the Library needs to reformulate its business model by issuing a Request for Information to determine the latest technologies available and to secure that technology through another Request for Proposal solicitation process.

#### **ALTERNATIVES:**

As an alternative, the San Antonio Public Library could purchase, maintain and supply all the necessary equipment to provide photocopying and computer printing services in library facilities. However, this would require a significant unbudgeted capital expenditure, and increased level of supply funding, additional personnel, and service contracts for the equipment. Exercising this alternative would also lead to a potential lapse in public printing and copying services at the twenty-six library locations.

#### **FISCAL IMPACT:**

This contract is a revenue sharing contract. DOCUation, Inc. will provide all equipment, labor and supplies related to copy and computer printing service, as well as collection of all revenue from coin boxes attached to photocopiers and computer printers. DOCUation, Inc. will also provide monthly reports to Library staff to monitor the contract and verify proper revenue remittance to the City. DOCUation, Inc. will remit ten percent of gross revenues to the City which is projected to be approximately \$21,000 through the extension period. Revenues generated by this contract will be deposited into the General Fund with the FY 2014 Adopted Budget.

#### **RECOMMENDATION:**

Staff recommends approval of this ordinance to amend the contract with DOCUation, Inc. for photocopy and computer print services in all San Antonio Public Library locations on a month to month basis, not to exceed 12 months, beginning December 2013 to allow continued services while the City conducts a new solicitation process.