



# City of San Antonio

## Agenda Memorandum

**File Number:**21-2574

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**Agenda Item Number:** 7.

**Agenda Date:** 5/6/2021

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Citywide Multi-Function Devices

### **SUMMARY:**

This ordinance authorizes a contract with Toshiba Business Solutions (“Toshiba”) for the lease of multi-function devices used throughout City facilities for an estimated contract value of \$942,714.00 annually. The initial term for this contract will begin upon execution by all parties for a five year period. Funds are not encumbered by this ordinance. All expenditures will be in accordance with the City's adopted budget approved by City Council.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is the proposal from Toshiba Business Solutions to provide for the lease of multi-function devices used throughout City facilities for an estimated contract value of \$942,714.00 annually. This contract will provide the City with industry recognized multi-function devices capable of performing all common document handling functions. The lease term for each placed multi-function device will be 60 months with the option to cancel at any time. Currently, the estimated multi-function device footprint is approximately 430 devices and could decrease as departments move in City Tower.

On January 13, 2020, the Request for Competitive Sealed Proposals (RFCSP) “Citywide Multi-Function Devices” (RFCSP 20-020, RFX 6100012291) was released to solicit an annual contract for the lease of multi-function devices used throughout City facilities. The response submission deadline was May 1, 2020. Seven proposals were received and deemed responsive and eligible for evaluation.

In the RFCSP, the City requested pricing for the following options: Option 1-Lease with fixed 60 Month Term; Option 2-Lease with 60 Month Term and a Cancellation Option; and Option 3-Purchase with a 5-year Maintenance Agreement. The evaluation committee recommends Toshiba Business Solutions for Option 2-Lease with 60 Month Term and a Cancellation Option, based on the City's standard RFCSP process.

The evaluation committee consisted of representatives from the Information Technology Services Department and the Office of Sustainability. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 15 points allotted for respondent's price schedule; ten (10) preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative, and ten (10) preference points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on July 10, 2020, for initial discussion and scoring. The committee recommended shortlisting the top four respondents for interviews. Interviews were held July 27th, 29th and 30th, 2020 via Webex and provided each vendor an opportunity to showcase their solution.

A best and final offer was sent to the top four respondents on August 14, 2020 with a submission deadline of August 21, 2020. The best and final offer allowed respondents to revise pricing and requested additional information regarding safe and secure printing with options such as touchless printing, proposed customer support model, green and recycling capabilities and service and maintenance responses.

The evaluation committee met on August 31, 2020, to conduct final scoring and recommended awarding a contract to the highest ranked respondent, Toshiba Business Solutions for Option 2: Lease with 60 Month Term and a Cancellation Option.

The contract shall begin upon execution by all parties and shall remain in full force and effect for a five-year period.

A post-solicitation briefing to the Audit and Accountability was held on December 15, 2020.

#### **ISSUE:**

This contract will provide training and support services necessary for the implementation of a lease for multi-function devices used throughout City facilities. In an effort to provide City employees with a touch free environment to safely print, each device will allow users to select a print job from their phone without touching the device.

The City of San Antonio and Toshiba Business Solutions expect an estimated 60-day transition period from the time of contract award until initial deployment and configuration of devices. This plan will be finalized upon contract execution.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with ten (10) SBE Prime

evaluation preference points and ten (10) MWBE Prime evaluation preference points. Toshiba Business Solutions did not receive the preference points as they are not a certified SBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, all departments would be required to process individual procurements for the lease of multi-function devices. Processing individual procurements will affect the cost of services due to non-contract pricing.

**FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. The estimated contract value is \$942,714.00 annually. Purchases made by the Departments are as needed and dependent upon availability of funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends approval of a contract with Toshiba Business Solutions for the lease of multi-function devices throughout City facilities for an estimated contract value of \$942,714.00 annually. Purchases made by the Departments are as needed and dependent upon availability of funds within their adopted budget.

This contract was procured by means of a Competitive Sealed Proposal and a Contracts Disclosure Form is required.