

Mayor and Council Communication

DATE: 04/06/21

M&C FILE NUMBER: M&C 21-0235

LOG NAME: 13P UBEO MANAGED PRINT SERVICES ITS ADK

SUBJECT

(ALL) Authorize Execution of an Agreement with UBEO, LLC, for Printers and Multi-Functional Device Leases and Managed Services Using Cooperative Contract DIR-TSO-4435 in the Combined Amount Not to Exceed \$7,500,000.00 over a Five Year Term for Ongoing Operations and a One-Time Amount of \$42,680.00 for the Relocations of Devices

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an agreement with UBEO, LLC, for printers and multi-functional device leases and managed services using cooperative contract DIR-TSO-4435 in the combined amount not to exceed \$7,500,000.00 over a five year term and a one-time amount of \$42,680.00 for the relocations of devices.

DISCUSSION:

The City currently leases multi-functional devices and desktop printers from UBEO, LLC under a Lease Agreement that was awarded in 2008 (M&C P-10860, October 7, 2008). After a thorough assessment, IT Solutions staff determined the most efficient and cost-effective solution is to execute a new agreement to allow for continued services.

The City will lease copiers and multi-functional devices for a period of 60 months, with an approximate effective date of June 15, 2021. As a part of the Print Management Program refresh, the 1,153 devices currently in use will be upgraded to new, state of the art equipment prior to the start of the next term. City departments will use the machines for various document duplication tasks, including but not limited to copying, scanning, and faxing. The cost of the lease covers the device, maintenance, service, and all supplies with the exception of paper. It is anticipated that the annual cost will not exceed \$1,500,000.00 to include the monthly lease charges, printing costs and overages, short term leases, and additional services as needed.

In addition to ongoing operating services, Ubeo, LLC will provide the City with moving services as departments are transitioned from existing locations to the new City Hall. Based on the current number of devices in service and available square footage of the new building, staff project a one-time cost of \$42,680.00 to relocate approximately half of the utilized devices.

DIR-TSO-4435 is currently set to expire on September 25, 2024. In the event that the cooperative contract is renewed, extended, or a new agreement is executed, the Lease Agreement will continue for the remainder of the 60-month term. In the event that the cooperative contract is not renewed or replaced, the Lease Agreement will be terminated.

COOPERATIVE PURCHASE - State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of the item. The contract was competitively bid to increase and simplify the purchasing power of government entities across the State of Texas.

SUCCESSOR CONTRACT - In the event that a cooperative contract is not renewed, staff would cease purchasing at the end of the last Purchase Agreement coinciding with the valid cooperative contract. If the City Council were to not appropriate funds for a future year, staff would stop making purchases when the last appropriation expires, regardless of whether the then-current Purchase Agreement has expired. The City initially use these cooperative contracts to make purchases authorized by this M&C. The cooperative contracts expire on various dates. If a cooperative contract is extended, this M&C authorizes the City to purchase similar services under the extended contracts. If a cooperative contract is not extended, but a new cooperative contract is executed with the respective vendor with substantially similar terms as the previous cooperative contract, this M&C authorizes the City to purchase the services under the new cooperative contract.

M/WBE OFFICE - An MBE/SBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

ADMINISTRATIVE AMENDMENT - An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS - Upon City Council's approval, the agreements will begin upon execution and expire in accordance with DIR-TSO-4435 or applicable successor contract.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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