

Legislation Text

File #: BILL NO. 17-133, **Version:** 1

AN ORDINANCE APPROVING MODIFICATION NO. 6 TO AGREEMENT NO. 2012-002 WITH TOSHIBA BUSINESS SOLUTIONS TO REMOVE AND REPLACE ONE (1) MULTIFUNCTION DEVICE IN THE TREASURY DIVISION OF FINANCE AND ADD ONE (1) NEW MULTIFUNCTION DEVICE TO THE FINANCE DEPARTMENT AND ONE (1) NEW MULTIFUNCTION DEVICE TO THE ADMINISTRATION DEPARTMENT - CREATIVE SERVICES DIVISION AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME BY AND ON BEHALF OF THE CITY. (F&BC 6/5/17)

Issue/Request:

AN ORDINANCE APPROVING MODIFICATION NO. 6 TO AGREEMENT NO. 2012-002 WITH TOSHIBA BUSINESS SOLUTIONS TO REMOVE AND REPLACE ONE (1) MULTIFUNCTION DEVICE IN THE TREASURY DIVISION OF FINANCE AND ADD ONE (1) NEW MULTIFUNCTION DEVICE TO THE FINANCE DEPARTMENT AND ONE (1) NEW MULTIFUNCTION DEVICE TO THE ADMINISTRATION DEPARTMENT - CREATIVE SERVICES DIVISION AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME BY AND ON BEHALF OF THE CITY.

Key Issues:

- EMS billing services FTE is relocating from Fire HQ to the Finance Department. Due to HIPAA laws, said employee will require a multifunction device in their office. Their current multifunction device will not fit in the new office which requires the leasing of a new unit.
- The current multifunction device being utilized by EMS billing services FTE is going to be relocated to the Treasury Department of the Finance Division due to the better functionality of the EMS unit versus the current Treasury unit. The current Treasury unit will be returned to Toshiba.
- The Creative Services Division of Administration requires their own departmental multifunction unit.
- Total increases to the current lease will be \$257.06/mo. or \$3,084.72/yr.

Proposed City Council Motion:

FIRST MOTION: I move for second reading of AN ORDINANCE APPROVING MODIFICATION NO. 6 TO AGREEMENT NO. 2012-002 WITH TOSHIBA BUSINESS SOLUTIONS TO REMOVE AND REPLACE ONE (1) MULTIFUNCTION DEVICE IN THE TREASURY DIVISION OF FINANCE AND ADD ONE (1) NEW MULTIFUNCTION DEVICE TO THE FINANCE DEPARTMENT AND ONE (1) NEW MULTIFUNCTION DEVICE TO THE ADMINISTRATION DEPARTMENT - CREATIVE SERVICES DIVISION AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME BY AND ON BEHALF OF THE CITY.

SECOND MOTION: I move for adoption of AN ORDINANCE APPROVING MODIFICATION NO. 6 TO AGREEMENT NO. 2012-002 WITH TOSHIBA BUSINESS SOLUTIONS TO REMOVE AND REPLACE ONE (1) MULTIFUNCTION DEVICE IN THE TREASURY DIVISION OF FINANCE AND ADD ONE (1) NEW MULTIFUNCTION DEVICE TO THE FINANCE DEPARTMENT AND ONE (1) NEW MULTIFUNCTION DEVICE TO THE ADMINISTRATION DEPARTMENT - CREATIVE SERVICES DIVISION AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME BY AND ON BEHALF OF THE CITY.

Background:

- An RFP for Copier Lease and Maintenance was conducted in 2011. Nine (9) proposals were received, two firms were interviewed and the agreement was awarded to Toshiba Business Solutions.
- The City's Procurement and Contract Services Manager met with applicable City staff to discuss and identify needs. He then met with the Toshiba Representative and discussed options which were presented to and agreed

upon by City staff.

- EMS billing staff person position was transferred from Fire to Finance approximately two (2) years ago. Their current multifunction device will not fit into their new office and due to HIPAA laws and the sensitive data that is being handled a copier will need to be located in their office.
- Treasury has a smaller, less functional multifunction device than the current EMS unit, so it was decided to return Treasury's current unit and replace it with more robust unit.
- With the creation of the new Creative Services Department it was determined that they would need to have their own multifunction device.
- In 2016 Modification No. 5 was passed by Council which increased the term of the original contract by 34 months (Oct. 2016-July 2, 2019) which equated to an overall savings of \$75,205.04 for the City.

Impact/Analysis:

- The multifunction device changes and implementation will positively impact the workflow of those particular departments and those they serve.
- The overall fiscal impact is minimal: Total increases to the current lease will be \$257.06/mo. or \$3,084.72/yr.

Presenter: Ben Calia, Procurement and Contract Services Manager

Committee Recommendation: A motion made by Councilmember Edson, seconded by Councilmember Faith, that this Ordinance be recommended for approval to the City Council - Regular Session due back on 6/15/2017. The motion carried by a unanimous vote.