



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: May 2, 2017
SUBJECT: Managed Print Services
FROM: Raymond Gonzalez, Interim County Manager; Bryan Ostler, Interim Deputy County Manager; Benjamin Dahlman, Finance Director; Kim Roland, Purchasing Manager
AGENCY/DEPARTMENT: All County Departments
HEARD AT STUDY SESSION ON: N/A
AUTHORIZATION TO MOVE FORWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED ACTION: That the Board of County Commissioners approves Amendment One with Toshiba Business Solutions for Managed Print Services

BACKGROUND:

In 2014, the County sought to implement a comprehensive consolidated print management plan in order to standardize equipment, reduce costs and create efficiencies across the entire County. The desired plan would incorporate but not be limited to multi-functional devices, laser printers, ink jet printers and any applicable networked and non-networked devices.

On September 12, 2014, a formal request for proposal (RFP) was posted on the Rocky Mountain E-Purchasing System (RMEPS). Proposals for Managed Copier and Printer Services were opened on October 16, 2014 with twelve firms submitting proposals. After a thorough evaluation, the RFP award was made to Toshiba Business Solutions.

The County has been generally pleased with the service and pricing provided by Toshiba Business Solutions during the initial term of the contract. The County currently spends an estimated \$504,000 annually for managed print services with Toshiba including leases and per click charges. Toshiba has been a valuable partner in helping to develop the County's managed print program. It is recommended that the Board of County Commissioner's approve Amendment One with Toshiba Business Solutions to be the provider of managed print services to Adams County for an additional one year term.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

All County Departments

Revised 06/2016

Page 1 of 2

ATTACHED DOCUMENTS:

Resolution

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund: 1, 5, 6, 13, 15, 24, 25, 30, 31, 34, 35, 43, 44**Cost Center:** multiple

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	7920		\$949,322
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			\$949,322

New FTEs requested: ☐ YES ☒ NO**Future Amendment Needed:** ☐ YES ☒ NO**Additional Note:**

Current Budgeted Operating Expenditure is for object account 7920 county-wide. This object account is for equipment rental, and is primarily used for managed print services from Toshiba, but can also be used for other equipment rental.