



## PUBLIC HEARING AGENDA ITEM

<b>DATE OF PUBLIC HEARING:</b> November 13, 2018
<b>SUBJECT:</b> County Wide Managed Print Services
<b>FROM:</b> Raymond H. Gonzales, County Manager Alisha Reis, Deputy County Manager Benjamin Dahlman, Finance Director Kim Roland, Procurement and Contracts Manager
<b>AGENCY/DEPARTMENT:</b> All County Departments
<b>HEARD AT STUDY SESSION ON:</b> N/A
<b>AUTHORIZATION TO MOVE FORWARD:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>RECOMMENDED ACTION:</b> That the Board of County Commissioners approves Amendment Two to the agreement with Toshiba Business Solutions for renewal of 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 County. A formal Request for Proposal (RFP) was posted on the Rocky Mountain E-Purchasing System (BidNet). In March 2015, the Board of County Commissioners approved the award to Toshiba Business Solutions (Toshiba) for Managed Print Services for all departments and elected offices. The term of the agreement was for an initial two years, with three one-year renewal options.

The County currently spends an estimated \$537,000 annually for managed print services with Toshiba which includes leases and per click charges. Toshiba has been a valuable partner in helping the County to maintain a managed print program.

It is recommended that the Board of County Commissioners approves Amendment Two, utilizing the second renewal option of the agreement with Toshiba Business Solutions to provide Managed Print Services to all County departments and elected offices.

### **AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:**

All County Departments

### **ATTACHED DOCUMENTS:**

Resolution

**FISCAL IMPACT:**

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

**Funds:** various**Cost Center:** various

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	7920		\$923,424
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			\$923,424

**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.