

# MULTI FUNCTION PRINTER (MFP) AGREEMENT TTI PRESENTATION



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October 7, 2021



# COUNCIL ACTION SUMMARY

| Council Action Request          | Ordinance to Increase Maximum Contract Amount  |
|---------------------------------|--|
| <b>Purpose</b>                  | <b>Requesting the Amount Needed to Enter into the Existing Contract's Automatic 2nd Renewal Term (November 2021 – November 2022) for citywide Multi-Function Printer (MFP) services.</b><br>Services include: <ul style="list-style-type: none"><li>• Printing, copying, faxing, and scan to email capabilities on a single device.</li><li>• Badge reader capability to enforce authentication and to minimize printing unnecessary documents to minimize cost.</li></ul> |
| <b>Total Requested</b>          | \$1,867,924.43 : Central Services Revolving Fund (1002)  |
| <b>Primary Department Users</b> | All City Departments   |



# City of Houston Managed Print Plan

- The original Multi-Function Printer Council request in the amount of \$9,041,845.00 was to fund the initial 4-year base contract term of the contract.
- HITS received spending authority approval in the amount of \$2,260,461.25 to fund the 1<sup>st</sup> automatic renewal term (November 2020- November 2021).
- We are now requesting spending authority in the amount of \$1,867,924.43 to fund the 2<sup>nd</sup> automatic renewal term (November 2021- November 2022)
- HITS is currently working with SPD to issue a new Managed Print Services RFP (T29811). Plan to transition to the new solution once the new RFP contract is awarded.



# Comparison to Previous Contract

| Description           | Previous Contract  | Current Contract    |
|-----------------------|--------------------|---------------------|
| Utilization Term      | 5 years + 6 months | 4 years + 10 months |
| Contract Utilization  | \$13,320,000.00    | \$10,631,910.11     |
| Average Monthly Spend | \$201,818.18       | \$185,357.69        |
| Average Annual Spend  | \$2,421,818.18     | \$1,834,189.53      |

Monthly savings  
**\$16,460**

# Contract Expense Breakdown



## Requested Spending Authority to authorize Option Year 1

| Fund                                   | Original Allocation | Previous Utilization | Projected Utilization | Total          |
|--|---------------------|----------------------|-----------------------|----------------|
| Central Services Revolving Fund (1002) | \$9,041,845.00      | \$7,389,327.91       | \$3,912,978.34        | \$2,260,461.25 |

## Requested Spending Authority to authorize Option Year 2

| Fund                                   | Revised Allocation | Current Utilization | Projected FY 22 (7 months) Utilization | Projected FY 23 (5 months) Utilization | Total                 |
|--|--------------------|---------------------|--|--|-----------------------|
| Central Services Revolving Fund (1002) | \$11,302,306.25    | \$10,631,910.11     | \$1,352,658.87                         | \$1,185,661.70                         | <b>\$1,867,924.43</b> |

# Per-Print Expense Breakdown



## By Department

| Dept.        | FY17              | FY18              | FY19              | FY20              | FY21              | Total               |
|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| ARA          | 5,870.11          | 18,677.07         | 16,282.25         | 16,350.09         | 12,084.92         | 69,264.44           |
| CNL          | 1,553.79          | 5,652.42          | 5,747.94          | 4,164.69          | 2,882.90          | 20,001.74           |
| CTR          | 331.31            | 1,499.97          | 1,856.09          | 1,243.78          | 770.49            | 5,701.64            |
| DON          | 1,499.62          | 6,697.23          | 6,789.58          | 5,224.21          | 5,491.32          | 25,701.96           |
| FIN          | 1,773.30          | 4,645.33          | 6,066.61          | 4,985.46          | 2,234.04          | 19,704.74           |
| FMD          | 1,778.67          | 6,108.56          | 6,078.85          | 4,711.64          | 4,383.35          | 23,061.07           |
| GSD          | 485.81            | 1,781.88          | 1,748.68          | 1,346.07          | 1,126.19          | 6,488.63            |
| HAS          | 12,350.98         | 45,663.92         | 48,040.74         | 42,205.71         | 32,850.21         | 181,111.56          |
| HCD          | 3,657.10          | 22,907.87         | 42,321.48         | 34,212.05         | 17,328.31         | 120,426.81          |
| HEC          | 1,292.03          | 3,802.90          | 8,921.69          | 4,128.22          | 4,079.23          | 22,224.07           |
| HFD          | 2,380.55          | 11,871.88         | 12,120.55         | 10,147.25         | 9,846.31          | 46,366.54           |
| HHD          | 20,167.64         | 73,031.33         | 72,329.61         | 74,496.91         | 77,465.99         | 317,491.48          |
| HITS         | 710.76            | 2,010.00          | 2,527.06          | 1,554.54          | 700.67            | 7,503.03            |
| HPD          | 28,430.77         | 84,819.94         | 80,944.37         | 84,681.84         | 78,971.30         | 357,848.22          |
| HPL          | 231.24            | 789.99            | 7,717.46          | 424.58            | 215.83            | 9,379.10            |
| HPW          | 28,432.64         | 116,152.01        | 111,569.16        | 124,116.01        | 92,289.40         | 472,559.22          |
| HR           | 5,098.76          | 20,511.64         | 23,957.90         | 28,102.49         | 11,211.64         | 88,882.43           |
| LGL          | 3,774.82          | 10,569.36         | 16,066.02         | 11,353.51         | 8,782.34          | 50,546.06           |
| MCD          | 4,642.81          | 18,331.93         | 17,769.78         | 15,587.54         | 12,269.91         | 68,601.97           |
| MYR          | 2,394.71          | 7,731.84          | 10,275.85         | 9,384.67          | 6,630.68          | 36,417.72           |
| OBO          | 1,377.95          | 3,411.96          | 3,582.66          | 4,782.56          | 2,337.98          | 15,493.11           |
| PD           | 2,512.55          | 7,810.92          | 7,894.40          | 6,002.13          | 2,470.24          | 26,690.24           |
| PRD          | 3,888.21          | 13,533.39         | 14,400.72         | 12,528.32         | 9,068.01          | 53,418.65           |
| SEC          | 296.31            | 1,064.38          | 1,247.61          | 700.88            | 413.56            | 3,722.74            |
| SPD          | 709.35            | 3,251.07          | 3,416.08          | 3,680.99          | 2,899.54          | 13,957.03           |
| SWD          | 2,472.15          | 9,382.05          | 18,454.00         | 9,492.54          | 9,825.42          | 49,626.16           |
| <b>TOTAL</b> | <b>138,113.94</b> | <b>501,710.84</b> | <b>548,127.14</b> | <b>515,608.68</b> | <b>408,629.78</b> | <b>2,112,190.38</b> |

# Lease Contract Expense Breakdown



## By Department

| Dept.        | FY17              | FY18                | FY19                | FY20                | FY21                | Total               |
|--------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| ARA          | 10,936.17         | 43,744.68           | 42,856.51           | 43,744.68           | 42,112.29           | 183,394.33          |
| CNL          | 1,124.52          | 4,498.08            | 5,076.57            | 4,498.08            | 4,498.08            | 19,695.34           |
| CTR          | 1,906.66          | 11,439.96           | 10,983.75           | 11,439.96           | 11,439.96           | 47,210.29           |
| DON          | 3,458.88          | 13,835.52           | 12,903.15           | 13,835.52           | 13,715.52           | 57,748.59           |
| FIN          | 2,564.97          | 10,259.89           | 11,550.28           | 11,583.12           | 10,210.42           | 46,168.68           |
| FMD          | 12,543.54         | 50,573.96           | 47,947.80           | 53,030.36           | 59,928.10           | 217,023.76          |
| GSD          | 4,796.34          | 19,185.36           | 20,604.16           | 17,817.84           | 18,102.73           | 80,506.66           |
| HAS          | 26,321.58         | 159,908.94          | 155,310.13          | 167,329.52          | 172,345.30          | 681,215.47          |
| HCD          | 8,266.66          | 33,086.64           | 45,474.13           | 40,341.06           | 38,366.70           | 165,535.19          |
| HEC          | 2,797.02          | 11,188.08           | 24,105.00           | 12,330.81           | 12,017.52           | 62,438.43           |
| HFD          | 12,482.67         | 50,343.08           | 47,719.41           | 51,040.34           | 52,853.28           | 214,438.78          |
| HHD          | 26,502.88         | 160,719.56          | 159,185.50          | 179,985.66          | 195,426.10          | 721,819.70          |
| HITS         | 3,562.11          | 23,931.80           | 15,002.89           | 11,486.16           | 12,458.62           | 66,441.58           |
| HPD          | 95,515.69         | 419,991.91          | 399,712.34          | 371,699.08          | 406,288.95          | 1,693,207.97        |
| HPL          | 1,358.76          | 5,435.04            | 38,326.56           | 5,435.04            | 5,435.04            | 55,990.44           |
| HPW          | 66,701.20         | 403,426.65          | 367,359.27          | 400,096.80          | 400,769.22          | 1,638,353.14        |
| HR           | 9,904.33          | 42,737.46           | 45,778.75           | 49,446.36           | 53,726.92           | 201,593.825         |
| LGL          | 5,244.54          | 20,978.16           | 23,350.51           | 22,437.76           | 23,510.40           | 76,641.37           |
| MCD          | 9,499.48          | 56,996.88           | 53,253.83           | 59,711.92           | 60,108.48           | 239,570.59          |
| MYR          | 7,480.53          | 29,922.12           | 27,968.28           | 29,922.12           | 29,922.12           | 125,215.17          |
| OBO          | 1,491.36          | 5,965.44            | 7,961.83            | 5,965.44            | 5,965.44            | 27,349.51           |
| PD           | 2,362.14          | 9,448.18            | 12,792.53           | 9,448.56            | 9,448.56            | 43,499.97           |
| PRD          | 12,394.05         | 49,576.20           | 50,420.01           | 49,576.20           | 49,575.78           | 211,542.24          |
| SEC          | 661.77            | 2,647.08            | 2,801.33            | 2,647.08            | 2,647.08            | 11,404.34           |
| SPD          | 2,436.15          | 13,283.16           | 7,952.70            | 6,476.04            | 6,456.28            | 36,604.33           |
| SWD          | 6,048.99          | 24,185.63           | 55,521.03           | 24,195.96           | 24,196.29           | 134,147.90          |
| <b>TOTAL</b> | <b>338,362.99</b> | <b>1,677,309.46</b> | <b>1,691,918.25</b> | <b>1,655,521.47</b> | <b>1,714,525.18</b> | <b>7,058,757.26</b> |

# Misc. Contract FY Expense Breakdown

By Department



| Dept.        | FY17              | FY18              | FY19             | FY20            | FY21             | Total             |
|--------------|-------------------|-------------------|------------------|-----------------|------------------|-------------------|
| ARA          |                   |                   |                  | 180.00          |                  | 180.00            |
| FIN          |                   |                   | 360.00           |                 |                  | 360.00            |
| FMD          |                   |                   | 540.00           |                 |                  | 540.00            |
| GSD          |                   | 11,010.67         |                  |                 |                  | 11,010.67         |
| HAS          |                   |                   | 420.00           | 780.00          |                  | 1,200.00          |
| HCD          |                   |                   | 2,408.81         |                 |                  | 2,408.81          |
| HHD          |                   | 45.00             | 410.00           |                 | 927.65           | 1,382.65          |
| HITS         |                   |                   |                  | 1,200.00        |                  | 1,200.00          |
| HPD          |                   | 30,777.44         | 660.51           | 910.00          |                  | 32,347.95         |
| HPW          |                   | 31,202.96         | 5,409.38         | 1,140.00        |                  | 37,752.34         |
| HR           |                   | 240.00            |                  |                 |                  | 240.00            |
| MCD          |                   | 28,140.68         | 48,061.59        |                 |                  | 76,202.27         |
| PRD          |                   | 467.00            |                  |                 |                  | 467.00            |
| SPD          |                   | 36,075.82         |                  | 557.55          |                  | 36,633.37         |
| SWD          |                   |                   |                  | 320.73          |                  | 320.73            |
| (ALL)        | 121,296.00        | 41.00             |                  |                 | 43,783.95        | 165,120.95        |
| <b>TOTAL</b> | <b>121,296.00</b> | <b>138,000.57</b> | <b>58,270.29</b> | <b>5,088.28</b> | <b>44,711.60</b> | <b>367,366.74</b> |





# Q&A

