

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Department of Information Technology Services

AGENDA DATE: January 12, 2016

CONTACT PERSON/PHONE: Bruce D. Collins – Purchasing & Strategic Sourcing, Director 915-212-1181
Enrique Martinez Jr., DoITS Director, 915-212-1400

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: NO. 5: Promote Transparent and Consistent Communication Among All Members of the Community; Strategy 5.2, Leverage and expand the use of current and new technology to reduce inefficiencies and improve communications

SUBJECT:

That the Purchasing Director be authorized to issue a purchase order to Spectrum Technologies for copier's transitional maintenance and support in the estimated amount of \$30,000 for a period of 1/1/2016 – 1/17/2016, with two (2) add-on term options. The requested approval will maintain continuity of operations through the transition to our new vendor.

And that the Purchasing Director be authorized to issue a purchase order to Spectrum Technologies for services to reformat hard drives on existing multifunction printers which "wipes" clean the information stored on the drive for a total cost of \$22,475.00 (\$145/machine x 155 identified machines).

BACKGROUND / DISCUSSION:

On December 1, 2015, City Council approved the Copier Services contract with Dahill Corporation. The new vendor will provide new copier equipment, print management software, reduction of cost-per-copy rates, maintenance and support.

On December 2, 2015, the month to month agreement with Spectrum Technologies expired. The proposed agreement will maintain services for the existing copier equipment.

Multi-function printers (MFPs) contain hard drives that store images of every document copied, scanned or emailed by the machine. Spectrum Technologies' equipment is at the end of their lease period and the "wipe" of the hard drives ensures confidential data is erased.

SELECTION SUMMARY:

Spectrum Technologies has been our copier services provider for the past six (6) years, and the additional time requested will ensure disruption of business operations does not occur during the ongoing transitional plan with the new vendor.

PROTEST

☒ There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

December 10, 2013, contract extension

March 3, 2009 council award solicitation 2009-083 for Copier Services Citywide

December 1, 2015 City Council approved the Copier Services contract with Dahill Corporation.

AMOUNT AND SOURCE OF FUNDING:

Department: Citywide
Fund Source: General Fund – Non departmental
Account: 522090
Amount: \$52,475.00

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Enrique Martinez Jr., Department of Information Technology Services Director

**COUNCIL PROJECT FORM
(SOLE SOURCE)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **January 12, 2016**.

STRATEGIC GOAL: NO. 5 Promote Transparent and Consistent Communications Among All Members of the Community

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order(s) to Spectrum Technologies, Inc., the sole source for transitional maintenance and support of the existing copier fleet for \$30,000 and for services to reformat the hard drives of 155 existing copiers to delete the information stored on the drives for \$22,475.00 for a total initial term amount of \$52,475.00. The award includes two optional periods for transitional maintenance and support in the amount of \$18,000 for a total of \$70,475.00.

| | |
|------------------------|---|
| Department: | Information Technology |
| Award to: | Spectrum Technologies, Inc. El Paso, Texas |
| Option periods: | 2 |
| Option Amounts: | \$9,000 per period (\$18,000) |
| Initial Term Amount: | \$52,475.00 |
| Total Estimated Award: | \$70,475.00 |
| Account No.: | 522090 |
| Funding Source: | General Fund – Non departmental |
| District(s): | All |
| Reference No.: | 2016-534 |

This is a Sole Source service purchase.

*******ADDITIONAL INFO BELOW*******



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Kyle S. Elliott. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Spectrum Imaging Technologies, Inc.
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
 1. Document device hard disk drive kit data wipe & reformat service
 2. Document device on-site & remote technical support and furnishment of device operating consumables/repair parts.
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Signature

SUBSCRIBED AND SWORN to before me on this

4th

day of

January 2016



NOTARY PUBLIC

RUTH Godfrey

PRINTED NAME

August 28, 2016

MY COMMISSION EXPIRES

COMPANY NAME: Spectrum Imaging Technologies, Inc.

ADDRESS, CITY, STATE & ZIP CODE 5900 Gateway Blvd. East El Paso, TX 79905

PHONE: 915-781-2000

FAX NUMBER: 915-781-2100

CONTACT NAME AND TITLE: Kyle S. Elliott, President & CEO

WEB ADDRESS: www.spectrumimagingtechnology.com

EMAIL: kelliott@spectrumtexas.net

FEDERAL TAX ID NUMBER: 74-1357181

TEXAS SALES TAX NUMBER: _____



Documents. Networks. Systems. Services.

Summary Statement of Work: Device Hard-Disk Drive Kit Data Wipe & Reformat Service

The data wipe and reformat service on the device hard disk drive kits (HDDK's) for selectively contracted document imaging devices will result in proper data destruction process and consists of said device receiving a three (3) pass data wipe in which the data is overwritten using an automated script, generally with 1's and 0's. Once the data is wiped and overwritten, it will be reformatted back to factory-default settings. All services must be performed by a Spectrum Technologies factory-certified engineer in order to guarantee the accuracy of the services performed and prevent any damage to the device that may result from an unauthorized source. A second option to this service is to purchase replacement HDDK's for all devices and retain the original drives. This pricing varies dependent upon the model of the device, includes de-installation and re-installation technical service, and generally start at around \$395.00 per device.

Statement of Sole Source: Pursuant to City of El Paso "Sole Source Affidavit"

1. Device Hard-Disk Drive Kit Data Wipe & Reformat Service
2. Device on-site & remote technical support and furnishment of operating consumables & repair parts

Under the Sole Source Affidavit, item #4 states, "Competition in providing the above named item(s), product(s), services(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Government Code 7A or as provided for under 7B-F of the same section." Specifically 7D lists "captive replacement parts or components for equipment." Technically, under this section, Spectrum Imaging Technologies, Inc. believes it would be considered a sole source because the equipment is owed by us and we would be performing services related to the "transition maintenance and support" of said equipment that is currently in the City's possession.

Kyle S. Elliott
President & CEO

1-4-2016

Date

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LEXMARK



SHARP

El Paso Sales & Administrative Offices
915 781-2000 | fax 915 781-2100
5900 Gateway East | El Paso, TX 79905

El Paso Customer Care Center
915 533-5511 | fax 915 533-3925
11550 Pellicano | El Paso, TX 79936

Las Cruces Branch
575 522-6776 | fax 575 522-1845
1135 Commerce Dr. | Las Cruces, NM 88011

Silver City Branch
575 388-1884 | fax 575 388-1458
1004 North Pope | Silver City, NM 88061

Alamogordo Branch
575 439-1088 | fax 575 437-2996
315 E. Ninth St. | Alamogordo, NM 88310