

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

**DEPARTMENT:** Department of Information Technology Services

**AGENDA DATE:** December 1, 2015

**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:**

Approve the award of Solicitation 2016-003R Citywide Copier Services Rebid for an initial term of 3 (three) years to Dahill Office Technology Corporation, the highest ranked proposer.

**BACKGROUND / DISCUSSION:**

The City of El Paso (CoEP) currently rents approximately 350-400 digital copiers and/or multi-functional devices (MFD). All units have been rented from one (1) vendor for the past six (6) years. The City's goal is to award the upgrade/replacement of the current fleet with hardware from one (1) vendor that will provide their own print management software that is compatible with equipment, provide maintenance, offer a lower cost-per-copy rate, excellent customer service, furnish supplies (including paper and toner) and installation with configuration and warranty of the equipment to be rented by the City.

**SELECTION SUMMARY:**

Solicitation, Number 2016-003R was advertised on August 18, 2015 and August 25, 2015, and opened September 23, 2015. On August 18, 2015 bid notifications were postcards were mailed out, the solicitation was posted on City website and the email (Purmail) notification was sent out. Ten (10) vendors were solicited and four (5) vendors responded, two (2) were local vendors.

**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

**AMOUNT AND SOURCE OF FUNDING:**

Department: Citywide  
~~Fund Source: Copier Contract Services~~  
Account: 524130  
Amount: \$1,391,400 (3 years)

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Enrique Martinez Jr., Department of Information Technology Services Director

**COUNCIL PROJECT FORM  
(RFP)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **DECEMBER 1, 2015**.

**Strategic Goal 5: Promote Transparent and Consistent Communication Among All Members of the Community**

Discussion and action on the award of Solicitation No. 2016-003R (Citywide Copier Services Rebid) to Dahill Office Technology Corporation, for an initial three (3) term in the estimated amount of \$1,391,400. The award is to include two (2) one year options in the amount of \$927,600 for a total five (5) year award of \$2,319,000.

Department:	Information Technology
Vendor:	Dahill Office Technology Corporation San Antonio, Texas
Item(s):	All
Initial Term:	3 years
Option to Extend:	Two, one year options
Annual Estimated Award;	\$ 463,800.00
Initial Term Estimated Award:	\$ 1,391,400.00(3 years)
Total Estimated Award:	\$ 2,319,000.00 (5 years)
Account No.:	524130; Departments Citywide
Funding Source:	Copier Contract Services
District(s):	All

This is a Request for Proposal service contract.

The Purchasing & Strategic Sourcing and Information Technology recommend award as indicated to Dahill Office Technology Corporation, the highest ranked proposer based on evaluation factors established for this procurement. In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

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

# COMMITTEE SCORE SHEET

**BID NO.:** 2016-003R  
**BID TITLE:** CITYWIDE COPIERS SERVICES REBID  
 INFORMATION TECHNOLOGY DEPARTMENT

	DAHILL OFFICE TECHNOLOGY CORP..				
	El Paso, TX				
<b>Proposal Cost</b> (# points/percent max) <b>35</b>	\$1,391,400.00 35.00				
<b>Proposal Contents</b> (# points/percent max) <b>20</b>	18.25				
<b>Replacement, Supply and Response Time</b> (# points/percent max) <b>30</b>	27.25				
<b>Response to References</b> (# points/percent max) <b>15</b>	13.37				
<b>GRAND TOTAL</b> <b>100</b> (100 points/percent max)	<b>93.87</b>				



EL PASO TRIAD  
1421 LEE TREVINO, A10  
EL PASO, TX 79936

SPECTRUM IMAGING SYSTEMS  
11550 PELLICO.  
EL PASO, TX 79936

SUPERIOR IMAGING EXPERTS  
2001 GRANT AVE  
EL PASO, TX 79930-1016

OFFICE XPRTS INC  
1427 E. MISSOURI  
EL PASO, TX 79902-5602

OFFICE MACHINES, INC  
1168 BARRANCA  
EL PASO, TX 79903

INTERNATIONAL COPY MACHINE CTR  
1515 LEE TREVINO, STE EE  
EL PASO, TX 799036-5179

INNOVATIVE OFFICE SOLUTIONS  
11615 PELLICANO DRIVE  
EL PASO, TX 79936

INTERNATIONAL OFFICE SUPPLIES  
1116-B WYOMING  
EL PASO, TX 79902

TOSHIBA BUSINESS SOLUTIONS  
10821 GATEWAY WEST STE 201  
EL PASO, TX 79935

DAHILL OFFICE TECHNOLOGY CORP  
8200 IH 10 WEST STE 400  
SAN ANTONIO, TX 77230