

Ricoh Multi Function Printer (MFP) TTI Presentation

September 3, 2020

Lisa Kent, CIO

Summary

Vendor:	Ricoh
Purpose:	Requesting the Amount Needed to Enter into the Existing Contract's Automatic 1st Renewal Term (November 2020 – November 2021) for citywide Multi Function Printer (MFP) services. Services include: <ul style="list-style-type: none">• Printing, copying, faxing, and scan to email capabilities on a single device.• Badge reader capability to enforce authentication and to minimize printing unnecessary documents to minimize cost.
Original Contract Amount:	\$ 9,041,845.00
Requested Amount:	\$ 2,260,461.25
New Contract Amount:	\$11,302,306.25
Contract Term:	Initial Term: 4 years (November 2016 – November 2020) Automatic Renewal Terms: 4 - 1 year options
MWBE Goal:	5.11% out of a 15% Goal

Highlights

- The original Ricoh Council request in the amount of \$9,041,845.00 was to fund the initial 4-year base contract term of the contract.
- HITS committed to return to City Council to demonstrate that this contract netted the savings projected before exercising the option years.
- We are now requesting spending authority in the amount of \$2,260,461.25 to fund the 1st automatic renewal term.
- HITS will work with SPD to issue a new RFP with an implementation target of November 2021.
- Recommend a five year contract with three-one year options

Comparison to Previous Contract

Description	Previous Contract (Xerox)	Current Contract (Ricoh)
Utilization Term	5 years + 6 months	3 years + 3 months
Contract Utilization	\$13,320,000.00	\$7,389,327.91
Average Monthly Spend	\$201,818.18	\$189,469.95
Average Annual Spend	\$2,421,818.18	\$2,273,639.36

Monthly savings
\$15,789

Total Contract Expense Breakdown

By Fiscal Year

Previous Utilization

Fund	FY17 (3 months)	FY18	FY19	FY20	Total
Central Services Revolving Fund (1002)	\$522,162.90	\$2,393,230.90	\$2,297,715.68	\$2,176,218.43	\$7,389,327.91

Projected Utilization

Fund	FY21	FY22	Total
Central Services Revolving Fund (1002)	\$2,230,312.29	\$1,682,666.05	\$3,912,978.34

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

Per-Print Expense Breakdown

By Department

Dept.	FY17	FY18	FY19	FY20	Total
ARA	5,870.11	18,677.07	16,282.25	16,350.09	57,179.52
CNL	1,553.79	5,652.42	5,747.94	4,164.69	17,118.84
CTR	331.31	1,499.97	1,856.09	1,243.78	4,931.15
DON	1,499.62	6,697.23	6,789.58	5,224.21	20,210.64
FIN	1,773.30	4,645.33	6,066.61	4,985.46	17,470.70
FMD	1,778.67	6,108.56	6,078.85	4,711.64	18,677.72
GSD	485.81	1,781.88	1,748.68	1,346.07	5,362.44
HAS	12,350.98	45,663.92	48,040.74	42,205.71	148,261.35
HCD	3,657.10	22,907.87	42,321.48	34,212.05	103,098.50
HEC	1,292.03	3,802.90	8,921.69	4,128.22	18,144.84
HFD	2,380.55	11,871.88	12,120.55	10,147.25	36,520.23
HHD	20,167.64	73,031.33	72,329.61	74,496.91	240,025.49
HITS	710.76	2,010.00	2,527.06	1,554.54	6,802.36
HPD	28,430.77	84,819.94	80,944.37	84,681.84	278,876.92
HPL	231.24	789.99	7,717.46	424.58	9,163.27
HPW	28,432.64	116,152.01	111,569.16	124,116.01	380,269.82
HR	5,098.76	20,511.64	23,957.90	28,102.49	77,670.79
LGL	3,774.82	10,569.36	16,066.02	11,353.51	41,763.71
MCD	4,642.81	18,331.93	17,769.78	15,587.54	56,332.06
MYR	2,394.71	7,731.84	10,275.85	9,384.67	29,787.07
OBO	1,377.95	3,411.96	3,582.66	4,782.56	13,155.13
PD	2,512.55	7,810.92	7,894.40	6,002.13	24,220.00
PRD	3,888.21	13,533.39	14,400.72	12,528.32	44,350.64
SEC	296.31	1,064.38	1,247.61	700.88	3,309.18
SPD	709.35	3,251.07	3,416.08	3,680.99	11,057.49
SWD	2,472.15	9,382.05	18,454.00	9,492.54	39,800.74
TOTAL	138,113.94	501,710.84	548,127.14	515,608.68	1,703,560.60

Lease Contract Expense Breakdown

By Department

Dept.	FY17	FY18	FY19	FY20	Total
ARA	10,936.17	43,744.68	42,856.51	43,744.68	141,282.04
CNL	1,124.52	4,498.08	5,076.57	4,498.08	15,197.25
CTR	1,906.66	11,439.96	10,983.75	11,439.96	35,770.33
DON	3,458.88	13,835.52	12,903.15	13,835.52	44,033.07
FIN	2,564.97	10,259.89	11,550.28	11,583.12	35,958.26
FMD	12,543.54	50,573.96	47,947.80	53,030.36	164,095.66
GSD	4,796.34	19,185.36	20,604.16	17,817.84	62,403.70
HAS	26,321.58	159,908.94	155,310.13	167,329.52	508,870.17
HCD	8,266.66	33,086.64	45,474.13	40,341.06	127,168.49
HEC	2,797.02	11,188.08	24,105.00	12,330.81	50,420.91
HFD	12,482.67	50,343.08	47,719.41	51,040.34	161,585.50
HHD	26,502.88	160,719.56	159,185.50	179,985.66	526,393.60
HITS	3,562.11	23,931.80	15,002.89	11,486.16	53,982.96
HPD	95,515.69	419,991.91	399,712.34	371,699.08	1,286,919.02
HPL	1,358.76	5,435.04	38,326.56	5,435.04	50,555.40
HPW	66,701.20	403,426.65	367,359.27	400,096.80	1,237,583.92
HR	9,904.33	42,737.46	45,778.75	49,446.36	147,866.90
LGL	5,244.54	20,978.16	23,350.51	22,437.76	72,010.97
MCD	9,499.48	56,996.88	53,253.83	59,711.92	179,462.11
MYR	7,480.53	29,922.12	27,968.28	29,922.12	95,293.05
OBO	1,491.36	5,965.44	7,961.83	5,965.44	21,384.07
PD	2,362.14	9,448.18	12,792.53	9,448.56	34,051.41
PRD	12,394.05	49,576.20	50,420.01	49,576.20	161,966.46
SEC	661.77	2,647.08	2,801.33	2,647.08	8,757.26
SPD	2,436.15	13,283.16	7,952.70	6,476.04	30,148.05
SWD	6,048.99	24,185.63	55,521.03	24,195.96	109,951.61
TOTAL	338,362.99	1,677,309.46	1,691,918.25	1,655,521.47	5,363,112.17

Misc. Contract FY Expense Breakdown

By Department

Dept.	FY17	FY18	FY19	FY20	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		455.00
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			121,337.00
TOTAL	121,296.00	138,000.57	58,270.29	5,088.28	322,655.14

Questions?