



City of Austin

Recommendation for Action

File #: 25-0395, **Agenda Item #:** 4.

4/10/2025

Posting Language

Authorize negotiation and execution of a contract for managed print services for all City departments with Toshiba America Business Solutions, Inc. d/b/a Toshiba Business Solutions, Inc. aka Toshiba Business Solutions, for an initial term of one year with up to four one-year extension options for a total contract amount not to exceed \$20,000,000. Funding: \$1,650,000 is available in various City departments' Operating Budgets. Funding for the remaining contract term is contingent upon available funding in future budgets.

Lead Department

Financial Services Department.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$1,650,000 is available in the Fiscal Year 2024-2025 Operating Budgets of various City Departments.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued a Request for Proposals solicitation RFP 5000 BDH3005 for these services. The solicitation was issued on February 5, 2024, and closed on April 4, 2024. Of the six offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's website. This information can currently be found at https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=140409.

MBE/WBE:

This contract will be awarded in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

The contract will provide for the lease, installation, and maintenance of multifunctional devices (MFDs) and managed print services for all City Departments. MFDs are machines that provide network printing, copying, scanning, and faxing functions.

This contract replaces an existing contract. Estimated quantities are based upon printer usage for all City departments. The recommended contractor is not the current provider for these services.

An evaluation team with expertise in this area evaluated the offers and scored Toshiba America Business Solutions, Inc. d/b/a Toshiba Business Solutions, Inc. aka Toshiba Business Solutions as the best to provide these services based on technical approach and solution, demonstrated applicable experience and personnel qualifications, reporting and analytics, price, local business preference, and small business preference.

If this contract is not approved, City departments will lose printing and copying abilities.