



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
February 21, 2023

TOPIC: Blanket Order Agreement for Purchase of Sharp Copiers and Managed Print Services

AGENDA TITLE:

Blanket Order Agreement with C3 Technology Services for Purchase of Sharp Copiers and Managed Print Services in a Combined Annual Amount not to Exceed \$310,000 (General and Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute an agreement with C3 Technology Services for Sharp copier equipment and managed print services for a three-year period beginning March 1, 2023 through March 1, 2026 with two optional one-year renewal periods exercisable by the City Manager in an annual not to exceed amount of \$310,000, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

The City of Santa Ana utilizes multifunction printers (MFPs), more commonly referred to as "copiers," throughout the organization to facilitate daily operations. These MFPs have the ability to copy, print, and fax. To meet the City's printing needs, the City currently owns 101 Sharp MFPs and 235 HP Printers spread throughout all City facilities.

On March 19, 2019, the City Council approved an agreement that allowed for the as-needed purchase of Sharp copiers from C3 Technology Services (C3), a Santa Ana-based company, piggybacking on the Sourcwell cooperative bidding agreement.

On September 1, 2020, the City Council approved an amendment to the MFP blanket order agreement, replacing the Sourcwell agreement with the NASPO ValuePoint cooperative agreement and also approved an agreement with C3 for managed print services to coincide with the MFP blanket order in order to provide service and support on all of the MFPs as well as the printer fleet.

Through these agreements, C3 helped the City achieve a cost savings via the implementation of a managed print services program, which optimizes support and maintenance of printers and copiers for an overall reduced price. Program features include consulting on copier placement throughout the organization to achieve optimal

usage, consolidation of multiple printers to one MFP where possible, on-going staff training, and toner management. The managed print services program has not only reduced print services costs but has also created efficiencies for the Information Technology Department. Because of this, C3 has proven to be a pivotal partner for the City, and staff recommends continuing to contract with C3 for managed print services as well as to incorporate the use of the NASPO ValuePoint master agreement.

Santa Ana City Ordinance No. NS-2312 authorizes the City to purchase against contracts from any public agency utilizing a competitive bid process. C3 Technology Services is an authorized Sharp dealer that offers the National Association of States Procurement Officials (NASPO) ValuePoint national cooperative contract for Sharp copiers and managed print services. The existing NASPO master contract was awarded as a result of open, competitive bidding conducted by the State of Colorado, resulting in master agreement #140603, and the State of California participating addendum 7-19-70-46-01 which NASPO makes available as a cooperative purchasing agreement on behalf of all nationwide governmental and public agencies, and which meets the City's procurement requirements. Additionally, C3 is a local Santa Ana-based business. Finally, utilizing the NASPO ValuePoint cooperative contract allows the City to obtain nationally leveraged volume pricing on the full line of Sharp MFPs and services.

FISCAL IMPACT

Funding is available in the FY 2022-23 Information Technology, Technology and Support Services accounting unit 10920148, Contract Professional Services account 62300 for Print Managed Services and Miscellaneous Operating Expense account 63001 for Copier purchases. Budget and funding for subsequent fiscal years will be included in the proposed budgets for City Council consideration. The following is an estimate of the account distribution by fiscal year, including optional renewals. However, the actual amounts may vary between the fiscal years depending on business need, but will not exceed \$310,000 in a 12-month period.

<u>Fiscal Year</u>	<u>Amount</u>
2022-23 (March 2023-June 2023)	\$100,000
2023-24 (July 2023-June 2024)	\$310,000
2024-25 (July 2024-June 2025)	\$310,000
2025-2026 (July 2025-June 2026)	\$310,000
2026-2027 (July 2026-June 2027)	\$310,000
2027-2028 (July 2027-February 2028)	\$210,000
Total	\$1,550,000

EXHIBIT(S)

1. NASPO ValuePoint Master Contract No. 140603
2. Agreement with C3 Technologies for Managed Print Services

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Submitted By: Jack Ciulla, Chief Technology Innovations Officer

Approved By: Kristine Ridge, City Manager