

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

DEPARTMENT: Financial Services

AGENDA DATE: January 24, 2012

CONTACT PERSON/PHONE: Bruce D. Collins, Purchasing Manager – Financial Services, (915) 541-4313

DISTRICT(S) AFFECTED: All

SUBJECT:

Request that the Purchasing Manager, Financial Services, Purchasing Division be authorized to issue a Purchase Order(s) to Sharp Electronics Corp. NJPA/Sharp Electronics Company under Texas Association of School Boards, Inc. (TASB) BuyBoard Cooperative Purchasing Contract # 379-11 (Copier & Supplies), for the lease and maintenance of 10 color copiers with the option to lease additional copiers as needed.

BACKGROUND / DISCUSSION:

Financial Services/Purchasing Division is recommending the lease and maintenance of various color copier configurations requested by a number of City departments for use through April of 2014. The requests have included varying accessories and capabilities to meet the departments projected needs. Administration is recommending the use of this cooperative to meet the Department's requests.

PRIOR COUNCIL ACTION:

The participation by the City of El Paso in Texas Association of (TASB) BuyBoard Cooperative Purchasing Program was approved by Mayor and City Council on August 17, 2007.

AMOUNT AND SOURCE OF FUNDING:

Department:	Various Accounts,
Amount:	\$194,000.00
Funding Sources:	Various funding sources
Account:	Various

BOARD / COMMISSION ACTION:

N/A.

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

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should also sign)

Information copy to appropriate Deputy City Manager

**COUNCIL PROJECT FORM
(COOPERATIVE CONTRACT)**

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

Please place the following item on the CONSENT agenda for the Council Meeting of JANUARY 24, 2012.

Request that the Purchasing Manager, Financial Services, Purchasing Division be authorized to issue a Purchase Order(s) to Sharp Electronics Corp. NJPA/Sharp Electronics Company under Texas Association of School Boards, Inc. (TASB) BuyBoard Contract # 379-11 (Copier & Supplies), for the lease and maintenance of 10 color copiers with the option to lease additional copiers as needed.

The participation by the City of El Paso in Texas Association of School Boards, Inc. (TASB) BuyBoard Cooperative Purchasing Program was approved by Mayor and City Council on August 21, 2007.

Department:	Financial Services – Purchasing Division
Award to:	Sharp Electronics Corp. NJPA/Sharp Electronics Company Mahwah, NJ
Initial Estimated Award:	\$112,000.00 (10 copiers)
Optional Purchase:	\$ 82,000.00 (additional copiers)
Total Estimated Award:	\$194,000.00 (Through April 2014)
Account:	Various
Funding Source:	Various
District(s):	All
Reference No.:	2012-142

This is a Cooperative, unit price type contract.

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

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



Date: January 14, 2012

To: Bruce D. Collins, Purchasing Manager

Re: Texas Association of School Boards, Inc. (TASB) BuyBoard Cooperative
Purchasing Program Contract #379-11 (Copiers & Supplies)

The Financial Services/Purchasing Department recommends the lease and maintenance of 11 color copiers for a number of City Departments. The requests include various accessories and capabilities to meet the departments projected needs.

1. *Is there an urgent need for the product/service? In other words, is time of the essence?*

Yes, subject departments have requested color copiers to meet specific needs, whether it's the copiers' graphic capabilities and/or for presentation requirements or other needs as appropriate.

2. *Does the purchase through the Program promote the standardization of equipment?*

Yes, the City uses Sharp copiers throughout the City.

3. *Does the purchase through the Program support local business? If not, is there a comparable product/service available locally?*

Yes, Sharp Electronics, Inc. local dealer is Spectrum Imaging Technologies, Inc.

4. *Do the available vendors have prior work experience and/or familiarity with the City?*

Yes

5. *Is the pricing reasonable as compared to other similar products/work performed for the City of El Paso in the past or as quoted from other companies?*

Yes, price reasonableness has been established because the cooperative purchasing agency used a competitive purchasing process in the awarding of this contract.

The participation by the City of El Paso in the Texas Association of School Boards, Inc. BuyBoard Cooperative Purchasing Program was approved by Mayor and City Council on August 17, 2007. The standard factors used to determine the use of a Cooperative Purchasing program were approved by City Council on June 24, 2008.

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Susie Byrd

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District 4
Carl L. Robinson

District 5
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Sharp Electronics Corp. NJPA/Sharp Electronics

Vendor: Co

Address: One Sharp Plaza
Mahwah, NJ 7495

Phone: (201) 529-8200

Contact: Machel Marshall

Email: machel.marshall@njpacoop.org

Federal ID: 13-1968872

Accepts RFQs: Yes

Contract: Copiers & Supplies #379-11

Effective Date: 9/1/2011

Expiration Date: 8/31/2014

Payment Terms: Net 30 days

Delivery Days: 15

Shipping Terms: Free Freight

Freight Terms: FOB Destination

Ship Via: Common Carrier

Quote Reference

Number: 379-11

Regions Served: All Texas Regions

States Served: All States

Additional Dealers: San Angelo TX, Harlingen TX, Corsicana TX, San

Antonio TX, Coppel TX, Yoakum TX, Houston TX, Nederland TX, Midland TX, Lubbock TX, Wichita Falls Tx, Carrollton TX, Tomball TX, Texarkana TX, Fort Worth TX, El Paso TX, Beaumont TX, Amarillo TX, Austin TX, Paris TX

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