

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

**DEPARTMENT:** Information Technology

**AGENDA DATE:** December 10, 2013

**CONTACT PERSON/PHONE:** Bruce D. Collins– Purchasing Manager, Financial Services (915) 541-4308  
Enrique Martinez– Director, Information Technology (915) 541-4746

**DISTRICT (S) AFFECTED:** All

**SUBJECT:**

That the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a Change Order to Spectrum Imaging Technologies for solicitation 2009-083 in the estimated amount of \$ 375,000 and six months extension once contract is expired for Citywide copying services, toner, maintenance, and related supplies etc.

**BACKGROUND / DISCUSSION:**

Spectrum Imaging Technologies as furnished copying services under which ownership, maintenance of the copiers and the furnishing and associated costs of related supplies including paper, toner, etc. to the City of El Paso since 2009. The City currently uses black and white/color copy machines under the contract. Spectrum Imaging Technologies provides copier with optional accessories that as the ability to print from City's computer network; the ability to scan documents; and fax.

**SELECTION SUMMARY:**

NA

**PRIOR COUNCIL ACTION:**

March 3, 2009 council award solicitation 2009-083 for Copier Services- Citywide

**AMOUNT AND SOURCE OF FUNDING:**

Department: Citywide  
Division: Citywide  
Fund: Citywide  
Account: Citywide

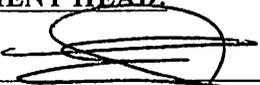
**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

  
\_\_\_\_\_  
Enrique Martinez, Information Technology Director

**COUNCIL PROJECT FORM  
(Change Order)**

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

Please place the following item on the CONSENT agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of December 10, 2013.

Request that the Purchasing Director for Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Spectrum Imaging Technologies, Inc. referencing Contract 2009-083 (Copier Services – Citywide) for a change order for an additional six months in an amount not to exceed \$375,000.

Department:	Information Technology
Award to:	Spectrum Imaging Technologies Inc. El Paso Texas
Annual Estimated Amount:	\$375,000
Total Estimated Amount:	\$375,000
Account No.:	Various Department Accounts
Funding Source:	General Funds
District(s):	All

\*\*\*\*\***ADDITIONAL INFOBELOW**\*\*\*\*\*

**MOTION  
MARCH 3, 2009**

Motion made by Mayor Pro Tempore Byrd, seconded by Representative Lilly, and unanimously carried to **AWARD** Solicitation No. 2009-083 (Copier Services - Citywide) to Spectrum Imaging Technologies, Inc. for a total estimated amount of \$1,775,000.

Department:	Financial Services - Purchasing
Award to:	Spectrum Imaging Technologies, Inc. El Paso, TX
Items: Base Bid I:	Alternative A (black & white copiers); All Optional Accessories
Base Bid II:	Alternative A (coin-operated copiers); All Optional Accessories
Base Bid III:	Alternative A (color copiers); all optional Accessories
Option:	One year
Est. Annual Amount:	\$355,000
Account No.:	Various department accounts
Funding Source:	General Fund
Total Estimated Award:	\$1,775,000 (5-year total)

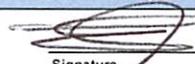
This is a requirements type contract with an initial term of sixty months.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Department of Financial Services, Purchasing Division, recommends award as indicated to the lowest responsive, responsible bidder.

NOT PRESENT FOR THE VOTE: Acosta and O'Rourke

Richarda Duffy Momsen, City Clerk

CONTRACT MODIFICATION/CHANGE ORDER REQUEST REVIEW and APPROVAL FORM					Team Leader Project Manager																																																																																																										
Contract Information					Budget Information																																																																																																										
1. Contract Number		2009-083			1. GL Account Number <u>Citywide</u>																																																																																																										
2. Contractor		<u>Spectrum Imaging Technologies</u>			2. GL Account Balance <u>Citywide</u>																																																																																																										
3. Contract Name		<u>Copier Services-Citywide</u>			3. CM/CO Amount <u>Citywide</u>																																																																																																										
4. Original Contract Price		<u>\$1,775,000</u>			4. Revised Account Balance <u>Citywide</u>																																																																																																										
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Contract Modification/Change Order History					Time Extension Required																																																																																																										
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>CM/CO Amount</th> <th>CM/CO Cumm. Amount</th> <th>CM/CO%</th> <th>CM/CO Cumm. %</th> </tr> </thead> <tbody> <tr><td>1</td><td>\$ 49,000.00</td><td>\$ 49,000.00</td><td>2.76%</td><td>2.76%</td></tr> <tr><td>2</td><td>\$ 375,000.00</td><td>\$ 424,000.00</td><td>21.13%</td><td>23.89%</td></tr> <tr><td>3</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>4</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>5</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>6</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>7</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>8</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>9</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>10</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>11</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>12</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>13</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>14</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>15</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>16</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>17</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>18</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>19</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> <tr><td>20</td><td>\$ -</td><td>\$ -</td><td></td><td></td></tr> </tbody> </table>					No.	CM/CO Amount	CM/CO Cumm. Amount	CM/CO%	CM/CO Cumm. %	1	\$ 49,000.00	\$ 49,000.00	2.76%	2.76%	2	\$ 375,000.00	\$ 424,000.00	21.13%	23.89%	3	\$ -	\$ -			4	\$ -	\$ -			5	\$ -	\$ -			6	\$ -	\$ -			7	\$ -	\$ -			8	\$ -	\$ -			9	\$ -	\$ -			10	\$ -	\$ -			11	\$ -	\$ -			12	\$ -	\$ -			13	\$ -	\$ -			14	\$ -	\$ -			15	\$ -	\$ -			16	\$ -	\$ -			17	\$ -	\$ -			18	\$ -	\$ -			19	\$ -	\$ -			20	\$ -	\$ -			A. Is time extension requested? <u>Yes</u> B. If yes, how much time? <u>6 Months</u> C. Is time request warranted? <u>NA</u>	
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5. Total of Previous Approved Changes/Modifications		<u>2.76%</u>			Date of Initiation <u>10/29/13</u>																																																																																																										
6. Current Contract Amount		<u>\$ 1,775,000.00</u>			Contractor Proposal Submitted _____																																																																																																										
7. Proposed Cost of Current Change/Modification		<u>\$ 375,000.00</u>			Change request to Director _____																																																																																																										
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9. Cumm. % after Proposed Current Change/Modification		<u>23.89%</u>			Director Signature  Date <u>11-26-13</u>																																																																																																										
10. Proposed Revised Total Cost		<u>\$ 2,199,000.00</u>			DCM Signature <u>Carmen Lueta Cardenas</u> Date <u>12/3/13</u>																																																																																																										
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