

RESOLUTION 2014-211

RESOLUTION AUTHORIZING AGREEMENT WITH XEROX CORPORATION TO PROVIDE MANAGED PRINT SERVICES AND DOCUMENT PRODUCTION AND PUBLISHING FOR 5 YEARS WITH 2 OPTIONAL ONE-YEAR EXTENSIONS FOR A TOTAL AGGREGATE NOT TO EXCEED AMOUNT PAYABLE UNDER THE AGREEMENT OF \$995,000

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

WHEREAS, in July, 2013, as an outcome of the Fiscal Year 2012/2013 budget deficit, the District's Chief Executive Officer commissioned two committees comprised of District staff; and

WHEREAS, the committees are the Revenue Generation Committee and Sustainable Cost Reduction and Cost Avoidance Committee; and

WHEREAS, the Sustainable Cost Reduction and Cost Avoidance Committee identified an opportunity to consolidate and outsource printing and document production services; and

WHEREAS, various studies were undertaken to investigate the feasibility of such a program to reduce costs as well as reduce the District's overall environmental footprint in the printer, copier and faxing environment; and

WHEREAS, the studies indicated that implementation of a managed print services and document production and publishing program (the Program) could cut costs; and

WHEREAS, Program savings will be realized by assisting the District to monitor and manage the print infrastructure and improving the functionality of document generation and use; and

WHEREAS, in addition, the Program will significantly reduce technical staff time required to support print functions, reduction in outsourced print jobs, save physical storage space currently used for consumables, eliminate

administrative time required to manage consumables, and increase control of print output. Consolidating all of these services and selecting one or more specialty vendors to perform these services optimizes the District's printing and imaging capabilities by streamlining equipment maintenance and reducing the number of equipment service and repair agreements, thereby reducing overall print costs; and

WHEREAS, On April 17, 2014, District staff issued Request for Proposals 14-15 (RFP No. 14-15) for Managed Print Services and Document Production and Publishing services; and

WHEREAS, the District notified fifty two (52) firms electronically and received seven (7) bids, all of which were deemed responsive; and

WHEREAS, evaluations were performed by a panel comprised of District staff from the Business Information and Technology Services department, Procurement department, and Office of the District Clerk; and

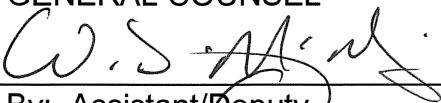
WHEREAS, the panel analyzed the proposals, conducted interviews, and ranked the firms according to the criteria established in RFP No. 14-15; and

WHEREAS, using the District's decision analysis process, the panel selected Xerox Corporation based upon their ability to provide all the requested services at the most reasonable cost.

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or his designated representative is hereby authorized and directed on behalf of the San Diego Unified Port District to enter into an agreement with Xerox Corporation to provide managed print services and document production and publishing for 5 years with 2 optional one-year extensions for a total aggregate not to exceed amount payable under the agreement of \$995,000.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL


By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 4th day of November, 2014, by the following vote:

AYES: Bonelli, Castellanos, Merrifield, Moore, and Valderrama.

NAYS: None.

EXCUSED: Malcolm and Nelson.

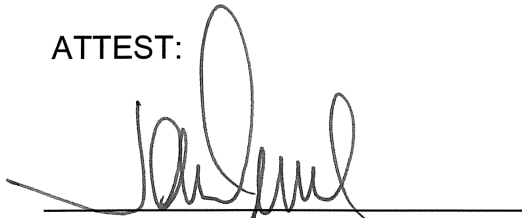
ABSENT: None.

ABSTAIN: None.



Robert E. Nelson, Chairman
Board of Port Commissioners

ATTEST:



Timothy A. Deuel
District Clerk

(Seal)