

## City Council Agenda Report

Meeting Date: March 18, 2025  
From: Brian Saeki, City Administrator  
Department: City Administration  
Submitted by: Sara Sandoval, Senior Administrative Assistant

### Subject

Managed Print Services with MRC Smart Technology Solutions and Xerox

### Recommendation

A. Approve and authorize the City Administrator to execute a Services Agreement with MRC Smart Technology Solutions, in substantially the same form as submitted, for a three-year term in an amount not-to-exceed \$206,360 (\$68,786.67 per year) for Managed Print Services (MPS) with an effective date of April 1, 2025; and

B. Approve and authorize the City Administrator to execute a related Lease Agreement with Xerox, in substantially the same form as submitted, for a three-year term in an amount not-to-exceed \$83,640 (\$27,880 per year) for MPS with an effective date of April 1, 2025.

### Background

The Information Technology Division (IT) is requesting approval to award a Services Agreement to MRC Smart Technology Solutions (MRC) for an MPS solution that will maximize efficiency and reduce overall printing costs. In addition to the Service Agreement with MRC, IT is requesting approval of a related Lease Agreement with Xerox for 12 Xerox copiers. MRC is a subsidiary of Xerox and, as a standard practice, the company requires the execution of separate agreements for its services and leased copiers. The primary objectives for acquiring the expertise of a vendor to manage print services are as follows:

- Reduce total cost to the City
- Reduce print volume
- Reduce burden rates (staff time for managing print supplies & repairs)
- Optimize device utilization
- Streamline equipment maintenance and repair
- Maintain high levels of user satisfaction

Continuing with a managed print services model will allow the City to maintain its control and oversight of print usage, thus resulting in reduced operating costs associated with print output while still meeting business needs.

In order to select a firm to provide the aforementioned services, a Request for Proposals (RFP) was published on the City's PlanetBids website on or about August 22, 2024, pursuant to Vernon Municipal Code 3.32.080. Responses were required by September 30, 2024 and the City received eight (8) responsive proposals. A review panel composed of staff from the IT Division evaluated the eight (8) proposals received from qualified respondents in order to determine the vendor best suited to provide the services requested. A comprehensive, fair, and impartial evaluation of proposals was conducted in accordance with the specifications set forth within the RFP document. Established criteria were used in reviewing and comparing the proposals to determine the most suitable firm. Additionally, references provided by the proposers were contacted. At the conclusion of the assessment, including reference checks, it was determined that MRC was the most compatible choice for the award of the City's Services Agreement.

for Managed Print Services. MRC was the top-ranked respondent due to their years of experience in the industry, exceptional qualifications, and their ability to offer quality technology and service at a competitive price.

Pursuant to Vernon Municipal Code 3.32.030(A), where all contracts shall be approved by only the City Council except contracts with a total value over the lifetime of the contract of up to \$100,000.00, it is, therefore, recommended that the City Council approve and authorize the City Administrator to execute a Services Agreement with MRC and the related lease agreement with Xerox. The proposed Services Agreement contains revisions to the City's template agreement requested by MRC as redlined in their proposal. The requested revisions were reviewed and deemed acceptable by the City Attorney and Risk Management staff.

The Services Agreement with MRC and related Master Lease Agreement and Master Lease Schedule have been reviewed and approved by the City Attorney's Office.

### **Fiscal Impact**

The total combined not-to-exceed value of the agreements with MRC Smart Technology Solutions and Xerox is \$290,000 for a three-year term (\$96,666.67 per year). Sufficient funds are available in the General Fund, Information Technology Department, Repairs and Maintenance-IT Account No. 011-010-110-529110 for the current fiscal year and will be budgeted in subsequent years.

### **Attachments**

1. Services Agreement with MRC Smart Technology Solutions
2. Master Lease Agreement with Xerox
3. Master Lease Schedule with Xerox