

**A SUBSTITUTE RESOLUTION BY
FINANACE/EXECUTIVE COMMITTEE**

A SUBSTITUTE RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACTUAL AGREEMENT WITH THE XEROX CORPORATION, TO OPERATE AND MANAGE THE DOCUMENT SERVICE CENTER IN ATLANTA CITY HALL AND CITY HALL EAST, AS A COST SAVINGS BENEFIT FOR CITY DEPARTMENTS, ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETEEN THOUSAND EIGHTY EIGHT DOLLARS (\$119,088.00). ALL FUNDS TO BE PAID FROM FUND, ACCOUNT, CENTER NUMBER: 1A01 (GENERAL FUND) 524001 (CONSULTANT SERVICES) D81012 (PRINTING FACILITIES- CITY HALL SOUTH); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (“City”) requires a qualified contractor to operate and manage the Document Service Center (“Print Center”) in City Hall and City Hall East; and

WHEREAS, the Officer of the Office of Enterprise Assets Management has identified a cost savings benefit for the various City department’s by contracting document operations and management to a responsible bidder; and

WHEREAS, the Officer of the Office of Enterprise Assets Management and the Chief Procurement Officer have recommended that the Xerox Corporation be awarded the agreement, to operate and manage the Document Service Center (Print Center) in City Hall and City Hall East, in an amount not to exceed One Hundred Nineteen Thousand Eighty Eight Dollars (\$119,088.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to enter into an Agreement with the Xerox Corporation, to operate and manage the Document Service Center (Print Center) in Atlanta City Hall and City Hall East, in an amount not to exceed One Hundred Nineteen Thousand Eighty Eight Dollars (\$119,088.00).

BE IT FURTHER RESOLVED, that the agreement will be for a term of three (3) years with two (2) one (1) year renewal options.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer is directed to prepare an appropriate Agreement for execution by the Mayor.

BE IT FURTHER RESOLVED, that the Agreement will not become binding on the City and the City will incur no obligation or liability under it until same has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney and delivered to the Xerox Corporation.

BE IT FINALLY RESOLVED, that all contracted work will be charged to and paid from the following Fund, Account and Center Number: 1A01 (General Fund) 524001 (Consultant Services) D81012 (Printing Facilities- City Hall South).

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/ Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACTUAL AGREEMENT WITH THE XEROX CORPORATION, FOR FC-6007000063, TO OPERATE AND MANAGE THE DOCUMENT SERVICE CENTER IN ATLANTA CITY HALL AND CITY HALL EAST, AS A COST SAVINGS BENEFIT FOR CITY DEPARTMENTS, ON BEHALF OF THE EXECUTIVE OFFICES-OFFICE OF ENTERPRISE ASSETS MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETEEN THOUSAND EIGHTY EIGHT DOLLARS (\$119,088.00). ALL FUNDS TO BE PAID FROM FUND, ACCOUNT, CENTER NUMBER: 1A01 (GENERAL FUND) 524001 (CONSULTANT SERVICES) D81012 (PRINTING FACILITIES- CITY HALL SOUTH); AND FOR OTHER PURPOSES.

Council Meeting Date: January 7, 2008

Requesting Dept.: The Executive Offices- Office of Enterprise Asset Management

B. To be completed by the department :

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislative request is to have a Resolution drafted to authorize a contractual agreement with the Xerox Corporation, to operate and manage the document service center (Print Center) in Atlanta City Hall, as a cost savings benefit for City departments on behalf of The Executive Offices-Office of Enterprise Assets Management. All funds to be paid from Fund, Account and Center Number: 1A01 (General Fund), 524001 (Consultant Services) D81012 (Printing Facilities- City Hall South), in an amount not to exceed One Hundred Nineteen Thousand Eighty Eight Dollars (\$119,088.00).

2. Please provide background information regarding this legislation.

The purpose of this legislation is for a Contractor to process the City's Printing and Binding needs.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:** 0

(c) **Bids/Proposals Due:**

- (d) **Invitations Issued:**
- (e) **Number of Bids:** 0
- (f) **Proposals Received:** 0
- (g) **Bidders/Proponents:** 0
- (h) **Term of Contract:** Three (3) years with two (2) one (1) year renewal options.

4. **Fund Account Center:** 1A01 (General Fund), 524001 (Consultant Services) D81012 (Printing Facilities- City Hall South)

5. **Source of Funds:** *Example: Local Assistance Grant:* The funding source will be from the above referenced Fund, Account and Center Number

6. **Fiscal Impact:** This legislation will impact the above referenced Fund, Account and Center Number.

7. **Method of Cost Recovery:** N/A

This Legislative Request Form Was Prepared By: Perceta Watkins

**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACTUAL AGREEMENT WITH THE XEROX CORPORATION, FOR FC-6007000063, TO OPERATE AND MANAGE THE DOCUMENT SERVICE CENTER IN ATLANTA CITY HALL AND CITY HALL EAST, AS A COST SAVINGS BENEFIT FOR CITY DEPARTMENTS ON BEHALF OF THE OFFICE OF FACILITIES MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWO THOUSAND FOUR HUNDRED FIFTY FOUR DOLLARS (\$102,454.00). ALL FUNDS TO BE PAID FROM FUND, ACCOUNT, CENTER NUMBER: 1A01 (GENERAL FUND) 524001 (CONSULTANT SERVICES) D81012 (PRINTING FACILITIES- CITY HALL SOUTH); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (“City”) requires a qualified contractor to operate and manage the Document Service Center (“Print Center”) in City Hall and City Hall East; and

WHEREAS, the Director of the Office of Facilities Management has identified a cost savings benefit for the various City department’s by contracting document operations and management to a responsible bidder; and

WHEREAS, the City did advertise for FC-6007000063, on behalf of the Office of Facilities Management; and

WHEREAS, the Director of the Office of Facilities Management and the Chief Procurement Officer have recommended that the agreement for FC-6007000063, to operate and manage the Print Center in City Hall and City Hall East, be awarded to the most responsive and responsible bidder, Xerox Corporation.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to enter into an Agreement with the Xerox Corporation, for FC-6007000063, to operate and manage the Document Service Center in Atlanta City Hall and City Hall East, in an amount not to exceed One Hundred Two Thousand Four Hundred Fifty Four Dollars (\$102,454.00).

BE IT FURTHER RESOLVED, that the agreement will be for a term of three (3) years with two (2) one (1) year renewal options.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer is directed to prepare an appropriate Agreement for execution by the Mayor.

BE IT FURTHER RESOLVED, that the Agreement will not become binding on the City and the City will incur no obligation or liability under it until same has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney and delivered to the Xerox Corporation.

BE IT FINALLY RESOLVED, that all contracted work will be charged to and paid from the following Fund, Account and Center Number: 1A01 (General Fund) 524001 (Consultant Services) D81012 (Printing Facilities- City Hall South).

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/ Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACTUAL AGREEMENT WITH THE XEROX CORPORATION, FOR FC-6007000063, TO OPERATE AND MANAGE THE DOCUMENT SERVICE CENTER IN ATLANTA CITY HALL AND CITY HALL EAST, AS A COST SAVINGS BENEFIT FOR CITY DEPARTMENTS ON BEHALF OF THE OFFICE OF FACILITIES MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWO THOUSAND FOUR HUNDRED FIFTY FOUR DOLLARS (\$102,454.00). ALL FUNDS TO BE PAID FROM FUND, ACCOUNT, CENTER NUMBER: 1A01 (GENERAL FUND) 524001 (CONSULTANT SERVICES) D81012 (PRINTING FACILITIES- CITY HALL SOUTH); AND FOR OTHER PURPOSES.

Council Meeting Date: December 3, 2007

Requesting Dept.: Office of Facilities Management

B. To be completed by the department :

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislative request is to have a Resolution drafted to authorize a contractual agreement with the most responsive bidder to operate and manage the document service center (Print Center) in Atlanta City Hall, as a cost savings benefit for City departments on behalf of the Office of Facilities Management. All funds to be paid from Fund, Account and Center Number: 1A01 (General Fund), 524001 (Consultant Services) D81012 (Printing Facilities- City Hall South), in an amount not to exceed One Hundred Two Thousand Four Hundred Fifty Four Dollars (\$102,454.00).

2. Please provide background information regarding this legislation.

The purpose of this legislation is for a Contractor to process the City's Printing and Binding needs.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:** 0

(c) **Bids/Proposals Due:**

(d) **Invitations Issued:**

(e) **Number of Bids:** 0

(f) **Proposals Received:** 0

(g) **Bidders/Proponents:** 0

(h) **Term of Contract:** Three (3) years with two (2) one (1) year renewal options.

4. Fund Account Center: 1A01 (General Fund), 524001 (Consultant Services) D81012 (Printing Facilities- City Hall South)

5. Source of Funds: *Example: Local Assistance Grant:* The funding source will be from the above referenced Fund, Account and Center Number

6. Fiscal Impact: This legislation will impact the above referenced Fund, Account and Center Number.

7. Method of Cost Recovery: N/A

This Legislative Request Form Was Prepared By: Perceta Watkins

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: Perceta Watkins

Contact Number: (404) 330-6569

Originating Department: Office of Facilities Management / EXECUTIVE OFFICES

Committee(s) of Purview: Finance/ Executive Committee

Chief of Staff Deadline: October 29, 2007

Anticipated Committee Meeting Date(s): November 14, 2007

Anticipated Full Council Date: November 19, 2007

Legislative Counsel's Signature: Terry Grandison Terry Grandison

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN CONTRACTUAL AGREEMENT WITH THE XEROX CORPORATION, FOR FC-6007000063, TO OPERATE AND MANAGE THE DOCUMENT SERVICE CENTER IN ATLANTA CITY HALL AND CITY HALL EAST, AS A COST SAVINGS BENEFIT FOR CITY DEPARTMENTS, ON BEHALF OF THE OFFICE OF FACILITIES MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWO THOUSAND FOUR HUNDRED FIFTY FOUR DOLLARS (\$102,454.00). ALL FUNDS TO BE PAID FROM FUND, ACCOUNT, CENTER NUMBER: 1A01 (GENERAL FUND) 524001 (CONSULTANT SERVICES) D81012 (PRINTING FACILITIES- CITY HALL SOUTH); AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: 11.13.07 [Signature] Reviewed by: [Signature]
(date) (date)

Submitted to Council: _____
(date)