

#11

13-0-0605

First Reading

Committee _____
Date _____
Chair _____
Referred To _____

FINAL COUNCIL ACTION
 2nd 1st & 2nd 3rd
Readings
 Consent V Vote RC Vote

AN ORDINANCE BY
COUNCILMEMBER

[Handwritten signature]

AN ORDINANCE AUTHORIZING THE MAYOR OR DESIGNEE ON BEHALF OF THE CITY OF ATLANTA TO EXECUTE AN APPROPRIATE CONTRACTUAL AGREEMENT WITH TECHNOLOGY INTEGRATION GROUP FOR FC-6013, COMPREHENSIVE OFFICE EQUIPMENT ASSESSMENT PROJECT, WITH THE TECHNOLOGY INTEGRATION GROUP, ON BEHALF OF THE DEPARTMENT OF FINANCE TO PROVIDE OFFICE EQUIPMENT AND SERVICE IN AN EFFICIENT AND COST EFFECTIVE MANNER, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY THREE THOUSAND FOUR HUNDRED DOLLARS (\$133,400.00); ALL FUNDS SHALL BE PAID FROM THE GENERAL FUND FOR OTHER PURPOSES.

ADOPTED BY

APR 15 2013

APR 15 2013

COUNCIL

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1ST ADOPT 2ND READ & REFER
- PERSONAL PAPER REFER

Date Referred: *2/18/13*
Referred To: *Finance/Exec*
Date Referred:
Referred To:
Date Referred:
Referred To:

Committee
Fin/Exec
Date
3-27-13
Chair
Telvin D. Moore
Action
 Fav, Adv, Hold (see rev. side)
Other
Members
[Handwritten signatures]
Refer To

Committee
Date
Chair
Action
Fav, Adv, Hold (see rev. side)
Other
Members
Refer To

Committee
Date
Chair
Action
Fav, Adv, Hold (see rev. side)
Other
Members
Refer To

Committee
Date
Chair
Action
Fav, Adv, Hold (see rev. side)
Other
Members
Refer To

CERTIFIED
APR 15 2013
ATLANTA CITY COUNCIL PRESIDENT
[Handwritten signature]

CERTIFIED
APR 15 2013
Rhonda Daughin Johnson
MUNICIPAL CLERK

MAYOR'S ACTION

APPROVED
APR 24 2013
WITHOUT SIGNATURE
BY OPERATION OF LAW



AN ORDINANCE BY
COUNCILMEMBER

AN ORDINANCE AUTHORIZING THE MAYOR OR DESIGNEE ON BEHALF OF THE CITY OF ATLANTA TO EXECUTE AN APPROPRIATE CONTRACTUAL AGREEMENT WITH TECHNOLOGY INTEGRATION GROUP FOR FC-6013, COMPREHENSIVE OFFICE EQUIPMENT ASSESSMENT PROJECT, WITH THE TECHNOLOGY INTEGRATION GROUP, ON BEHALF OF THE DEPARTMENT OF FINANCE TO PROVIDE OFFICE EQUIPMENT AND SERVICE IN AN EFFICIENT AND COST EFFECTIVE MANNER, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY THREE THOUSAND FOUR HUNDRED DOLLARS (\$133,400.00); ALL FUNDS SHALL BE PAID FROM THE GENERAL FUND; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (the "City") did solicit proposals from qualified service providers for FC-6013, Comprehensive Office Equipment Assessment Project, on behalf of the Department of Finance; and

WHEREAS, after reviewing and evaluating the Bids/Proposals, the Chief Financial Officer and the Chief Procurement Officer recommend that the agreement be awarded to the most responsive offeror, Technology Integration Group ("Contractor"), in an amount not to exceed One Hundred Thirty Three Thousand Four Hundred Dollars and Zero Cents (\$133,400.00) for the first year; and

WHEREAS, the Contract will be a phased Contract beginning with the Department of Finance and Department of Law; and

WHEREAS, the Department desires to execute FC-6013, Comprehensive Office Equipment Assessment for a term of three (3) years with two (2) one (1) year renewal option at the City's sole discretion.

WHEREAS, the Mayor, or his designee be and is hereby authorized to enter into an agreement with the Contractor for FC-6013, Comprehensive Office Equipment Assessment Project, to provide office equipment and service in an efficient and cost effective manner in an amount not to exceed One Hundred Thirty Three Thousand Four Hundred Dollars and Zero Cents (\$133,400.00) a year on behalf of the Department of Finance and Department of Law.

WHEREAS, that the compensation is set forth in Exhibit 1.

WHEREAS, the City desires to amend the FY13 Budget for the General Fund portions of the cost by transferring appropriations to the Department of Finance to fund the purchase of the Comprehensive Office Equipment Assessment Project in the aggregate amount of Sixty Six Thousand, Seven Hundred (\$66,700).

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, as follows:

SECTION 1: That the Chief Procurement Officer be and is hereby directed to prepare said agreement for execution by the Mayor, to be approved as to form by the City Attorney.

SECTION 2: That the terms of the agreement with shall be for a term of three (3) years with two (2) one (1) year renewal option at the City's sole discretion.



SECTION 3: That all work and services shall be paid from (Fund, Department, Account, Function Activity, Project and Award Numbers): Finance \$66,700, 1001 (General Fund) 100101 (Chief Financial Office) 5223202 (Operating Lease/Rental) 1320000 (Chief Executive) and Law \$22,233.00, 1001 (General Fund) 080101 (Law City Attorney) 5223202 (Operating Lease/Rental) 1530000 (Law), \$22,233.00, 5051 (Water and Wastewater Revenue) 080101 (Law City Attorney) 5223202 (Operating Lease/Rental) 1530000 (Law), \$22,234.00, 5501 (Airport Revenue Fund) 080101 (Law City Attorney) 5223202 (Operating Lease Rental) 1530000 (Law).

SECTION 4: That the Chief Financial Officer is authorized to amend the FY13 Budget by transferring appropriations from the 1001 (General Fund) 200306 (NDP Unemployment Compensation) 5126001 (Unemployment Compensation) 1540000 (Human Resources) and transferring appropriations to 1001 (General Fund) 100101 (Chief Financial Office) 5223002 (Operating Lease/Rental) 1320000 (Chief Executive).

TRANSFER FROM APPROPRIATIONS

Fund	Dept.	Account	Description	Function	Amount
General Fund	NDP Unemployment Comp.	Unempl. Comp. Payments	Unemployment Comp.	Human Resources	
1001	200306	5126001	Unemployment Comp.	1540000	\$66,700

TRANSFER TO APPROPRIATIONS

Fund	Dept.	Account	Description	Function	Amount
General Fund	Chief Financial Office	Operating Lease/Rent.	Operating Lease/Rental	Chief Executive	
1001	100101	5223002	Operating Lease/Rental	1320000	\$66,700

SECTION 5: That all Ordinances and parts of Ordinances in conflict herewith are hereby waived to the extent of the conflict.

A true copy.

Deputy Municipal Clerk

ADOPTED by the Atlanta City Council
APPROVED as per City Charter Section 2-403

April 15, 2013
April 24, 2013



EXHIBIT A1 COST PROPOSAL

Task Name	Duration	Resource Names
Contract Award		COA
Contract Countersigned by TIG and returned to COA	1 day	
First 30 Days - Kick Off Meeting		
Arrange Leadership Kickoff Meeting	1 day	COA/TIG
Develop Project Team	1 day	COA/TIG
Assign Project Teams	1 day	COA/TIG
Develop Communication Strategy	1 day	COA/TIG
Determine Security Requirements / Access	1 day	COA/TIG
Asset Tagging Requirements	1 day	COA/TIG
Establish Print Policy and minimum hardware requirements	1 day	COA/TIG
First 30 Days - Actions		
Develop Asset Removal Plan	1 day	COA/TIG
Develop Asset Re-deployment Plan	1 day	COA/TIG
Develop New Procedure Manuals	3 days	TIG
Review Technical Requirements for MPS monitoring software with DIT	1 day	TIG
Connect all network capable devices to LAN	30 days	COA
Install MPS monitoring software	1 day	COA,TIG
Physical audits	3 days	TIG
Schedule Interviews with Department Key Users	3 days	COA,TIG
Conduct onsite interviews with Key Users	5 days	TIG
Update any changes to environment in AssetDB mapping tool	2 days	TIG
Present recommendation for any changes to DOF for COA approval. Changes will be based on feedback from interviews and to better fit DOF specific requirements	1 day	TIG
Get approval on any new Xerox devices to be deployed in DOF	1 day	TIG
Setup backend to manage all existing devices for toner replenishment and service calls	5 days	TIG
Create Marketing collateral for end users	3 days	TIG
Approval of Marketing collateral and recommended communication method	1 day	COA

60 Days	60 days	
Arrange Leadership Meeting	1 day	COA/TIG
Formal recap of all actions during first 30 days	1 day	TIG
Update Procedure Manual with best practices that are align with COA guidelines	2 days	TIG
Survey sent to DOF Key Users and DIT regarding current print environment changes	3 days	TIG
Analyze feedback from surveys	1 day	TIG
Address any DOF requests or additional needs with DIT	1 day	TIG
Implement any additional changes to environment after COA approval	3 days	TIG
90 Days	90 days	
Update Procedure Manual with any additional changes to further streamline processes that align with COA guidelines	1 day	TIG
Schedule Leadership meeting for Quarterly Review	1 day	TIG



PHASE I

FINANCE DEPARTMENT	\$66,700.00
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PHASE II

LAW DEPARTMENT	\$66,700.00
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TOTAL

PHASE I AND PHASE II	\$133,400.00
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RCS# 2642
4/15/13
3:19 PM

Atlanta City Council

CONSENT I

CONSENT AGENDA:SECTION I:ALL ITEMS

MONDAY, APRIL 15, 2013

ADOPT

YEAS: 12
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 2
EXCUSED: 1
ABSENT 1

Y Smith	Y Archibong	Y Moore	Y Bond
NV Hall	Y Wan	Y Martin	Y Watson
Y Young	Y Shook	Y Bottoms	E Willis
Y Winslow	Y Adrean	B Sheperd	NV Mitchell

CONSENT I

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		03-18-13
ITEMS ADOPTED ON CONSENT	ITEMS ADOPTED ON CONSENT	ITEMS ADVERSED ON CONSENT
1. 13-O-0455	35. 13-R-0545	67. 13-R-0577
2. 13-O-0440	36. 13-R-0546	68. 13-R-0578
3. 13-O-0442	37. 13-R-0547	69. 13-R-0579
4. 13-O-0454	38. 13-R-0548	70. 13-R-0580
5. 13-O-0605	39. 13-R-0549	71. 13-R-0581
6. 13-O-0611	40. 13-R-0550	72. 13-R-0582
7. 13-O-0288	41. 13-R-0551	73. 13-R-0583
8. 13-O-0428	42. 13-R-0552	74. 13-R-0584
9. 13-O-0429	43. 13-R-0553	75. 13-R-0585
10. 13-O-0432	44. 13-R-0554	76. 13-R-0586
11. 13-O-0606	45. 13-R-0555	77. 13-R-0587
12. 13-R-0593	46. 13-R-0556	78. 13-R-0588
13. 13-R-0594	47. 13-R-0557	79. 13-R-0589
14. 13-R-0595	48. 13-R-0558	80. 13-R-0590
15. 13-R-0596	ITEMS ADVERSED ON CONSENT	81. 13-R-0591
16. 13-R-0597	49. 13-R-0559	
17. 13-R-0598	50. 13-R-0560	
18. 13-R-0600	51. 13-R-0561	
19. 13-R-0601	52. 13-R-0562	
20. 13-R-0602	53. 13-R-0563	
21. 13-R-0620	54. 13-R-0564	
22. 13-R-0501	55. 13-R-0565	
23. 13-R-0539	56. 13-R-0566	
24. 13-R-0540	57. 13-R-0567	
25. 13-R-0603	58. 13-R-0568	
26. 13-R-0430	59. 13-R-0569	
27. 13-R-0437	60. 13-R-0570	
28. 13-R-0439	61. 13-R-0571	
29. 13-R-0541	62. 13-R-0572	
30. 13-R-0608	63. 13-R-0573	
31. 13-R-0609	64. 13-R-0574	
32. 13-R-0542	65. 13-R-0575	
33. 13-R-0543	66. 13-R-0576	
34. 13-R-0544		