

#8

13-R-0503

First Reading

Committee _____
Date _____
Chair _____
Referred To _____

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

A RESOLUTION BY
COUNCILMEMBER(S)

[Handwritten signature]

A RESOLUTION 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.

*Filed by foll
Council 4/15/13*

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

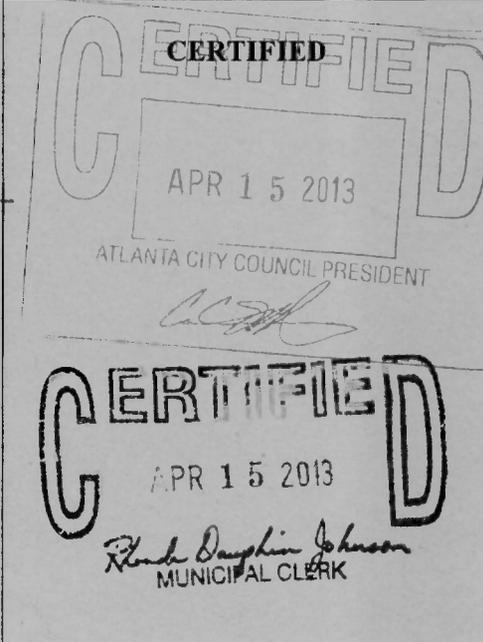
Date Referred: 3/4/13
Referred To: Finance/Exec
Date Referred: _____
Referred To: _____
Date Referred: _____
Referred To: _____

Fin/Exec
Date 3-13-13
Chair _____
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 _____

Fin/Exec
Date 3-27-13
Chair *Telicia A. Moore*
Action
Fav, Adv, Hold (see rev. side) _____
Other File
Members
[Handwritten signatures]
Refer To _____

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



MAYOR'S ACTION

RCS# 2645
4/15/13
3:22 PM

Atlanta City Council

13-R-0503

EXECUTE FC-6013:COMPREHENSIVE OFFICE
EQUIPMENT ASSESSMENT PROJECT
FILE

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

13-R-0503

A RESOLUTION BY
COUNCILMEMBER(S)



A RESOLUTION 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

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.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that 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.

BE IT FURTHER RESOLVED, that the compensation is set forth in Exhibit 1.

BE IT FURTHER RESOLVED, 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.

BE IT RESOLVED, 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.

BE IT RESOLVED, that all work and services shall be paid from and charged to (Fund, Department, Account, Function Activity, Project and Award Numbers): Finance 1001 100101 5223202 1320000 and Law 1001 080101 5223202 1530000.

BE IT FINALLY RESOLVED, that all services for said agreement shall not become binding on the City of Atlanta, and the City of Atlanta shall incur neither liability nor obligation thereunder until the same has been signed by the Mayor and delivered to the Contractor.

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

PHASE II

LAW DEPARTMENT \$66,700.00

TOTAL

PHASE I AND PHASE II \$133,400.00