

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

SECTION5: That all Ordinances and parts of Ordinances in conflict herewith are hereby waived to the extent of the conflict.

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