

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		
Contract Countersigned by TIG and returned to COA	1 day	COA
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		
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		
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

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

For Legislative Counsel Use Only

_____ Date Received _____ Complete _____ Incomplete (Date returned: _____)

_____ Date of Department Consultation _____ Date of Finance Department Consultation

Commissioner Notified: ____ Yes ____ No If No, Why? _____

Legislation Required
____ Yes ____ No

Legislation Type
____ Resolution _____ Ordinance

Amends the Code
____ Yes ____ No

Blueback Prepared
____ Yes ____ No

Commissioner Signature _____

Council Members Only:

Authority to speak to Subject Matter Attorney ____ Yes ____ No

Authority to speak to Department ____ Yes ____ No

Date Submitted: 02/20/2013

Department Submitting Request: Office of Debt & Investment

Person Submitting Request: Marlena Joseph **Extension:** 6793

Bureau/Division Manager: Gwendolyn Smith **Extension:** 6769

Requesting preliminary meeting with Legislative Counsel attorney? Yes No

Subject Matter of the Meeting Technology Integration Group

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission):
Personal paper

If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. Also, if applicable, please state why the Legislative Request Form was submitted after the Cycle deadline. All non-conforming requests must have Commissioner approval. The Department of Finance is requesting authorization of the Mayor to execute a contractual agreement for FC-6013 Comprehensive Office Equipment Assessment project be implemented by April 1st.

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

Part I: Legislative Request Form:

Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.

1. Legislation Name/Project Name: FC-6013 Comprehensive Office Equipment Assessment Project

2. What is the purpose of this legislation? (check one)

- Accept a grant or donation
- Amend budget
- Amend Code of Ordinances
- Amend Contract
- Anticipate funds
- Appropriate funds
- Apply for a grant or donation
- Authorize/renew Contract
- Fines/penalties
- Human Resources related
- Make a purchase
- New project
- Procuring goods
- Procuring services
- Other, please explain

Please describe in detail the purpose of your legislation? The Department of Finance is requesting authorization of the Mayor to execute a contractual agreement for FC-6013 Comprehensive Office Equipement Assessment project to provide office equipment and services in an efficient and cost effective manner.

If this legislation is to award/amend/renew a contract, please provide the following:
Expiration date of contract:
Contract Term (months/yr):

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

3. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).

This piece of legislation is requesting to enter into a contractual agreement for a term of three (3) years with two (2) one (1) year renewal option between the "City" and Technology Integration Group.

4. If there is an existing process, will this legislation impact that process? How?

N/A

5. Please explain and estimate any financial impact on the City or your Department.

- Will the City need to appropriate or transfer funds to accomplish this purpose?

N/A

- Has this purpose already been set forth in the budget?

N/A

- Will there be a fee or charge assessed by the City?

o If so, how much? Please refer to exhibit 1

o How was the fee or charge determined?

- What FAC #'s are needed for this legislation? Also, please provide the associated amounts. All contracted work to be charged and paid from the General Fund.

- Is a grant required for this legislation? Yes No

If so, is a matching grant required? Yes No

- Will there be an increase or decrease in personnel? N/A

o Has HR been made aware of the need for personnel changes? Yes No
If so, who is the contact person? _____ at extension

o Will positions be created or abolished?

- Will additional resources be required to achieve this purpose? N/A

o If yes, what are those resources?

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

<p>A. To be completed by Legislative Counsel:</p> <p>Committee of Purview:</p> <p>Caption:</p> <p>Council Meeting Date:</p> <p>Requesting Dept.:</p>

B. To be completed by the department :

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

Example: *The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.*

The Department of Finance is requesting authorization of the Mayor to execute a contractual agreement for FC-6013 Comprehensive Office Equipment Assessment project to provide office equipment and services in an efficient and cost effective manner.

2. Please provide background information regarding this legislation.

Example: *The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.*

The Department of Finance has awarded the most qualified proponent to provide office equipment and services. The contract with Technology Integration Group will run a three (3) year term to provide and develop consistency in the acquisition, application and disposal of copiers/printers/faxes and scanning devices.

3. If Applicable/Known:

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

(b) Source Selection:

(c) Bids/Proposals Due:

(d) Invitations Issued:

- (e) Number of Bids:
- (f) Proposals Received:
- (g) Bidders/Proponents:
- (h) Term of Contract:

4. **Fund Account Center:** All contracted work to be charged and paid from various capital funds per bond issue.

5. **Source of Funds:** *Example: Local Assistance Grant* N/A

6. **Fiscal Impact:** N/A

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

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

Examples:

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Marlena Joseph