

# Agenda Report

September 27, 2010

**TO:** Honorable Mayor and City Council

**FROM:** Department of Finance

**SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH OCE' NORTH AMERICA FOR MAINTENANCE OF OCE' PRINTING SYSTEMS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the issuance of a Purchase Order Contract to Oce' North America in an amount not to exceed \$118,000 for maintenance of Oce' Printing Systems. Competitive bidding is not required pursuant to City Charter Section 1002(C), contracts for labor, materials, supplies or services available from only one vendor.
2. Grant the proposed contract an exemption from the competitive selection process of the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interest are served.
3. Find that this action is exempt from CEQA pursuant to State CEQA guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an affect on the environment.

## **BACKGROUND:**

The City's Printing Services operation uses two high volume printing systems to perform reprographic service functions; an Oce' CS6250 black and white digital system, and an Oce' CS650 color digital system. These systems are connected to the City's network via Oce' Doc Works Pro® software and, therefore, requires system maintenance to be provided by Oce' to maintain warranties and to continue to fully utilize the functionalities offered by the proprietary system.

This year, in conjunction with the City's efforts to collaborate jointly with the Pasadena Unified School System (PUSD), the City of Pasadena, Printing

Services, will be managing the reprographic services for PUSD which includes services for 34 schools and other sites. This will increase the reprographic production of Printing Services by more than 12, 000,000 copies annually.


**COUNCIL POLICY CONSIDERATION:**

The operation of digital reprographic systems is consistent with the City Council's strategic plan goal to increase conservation and sustainability. Also, on February 16, 2010, the City Council and the PUSD Board of Education, during their annual joint meeting, conceptually agreed that the respective staffs should analyze the feasibility of implementing this joint effort between the City and the PUSD. This partnership between the City and PUSD will provide environmentally sensitive, timely, and professional reprographic services of the highest quality at a significantly reduced cost to the Pasadena Unified School District.

**FISCAL IMPACT:**

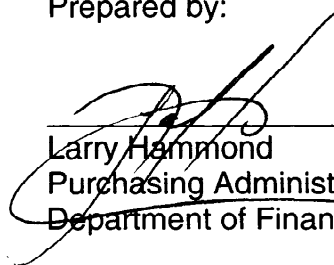
The cost associated with the maintenance charges are directly related to the cost per copy (click charges) and the cost related to the maintenance charges are included in the charge-back cost for services rendered to the requesting customer.

Respectfully submitted,



ANDREW GREEN  
Director of Finance  
Department of Finance

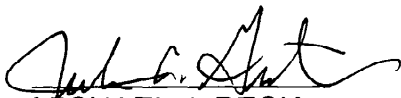
Prepared by:



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Larry Hammond  
Purchasing Administrator  
Department of Finance

Approved by:



MICHAEL J. BECK  
City Manager

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

*(If printing, please print legibly. Use additional sheets as necessary.)*

<b>1. Contractor/Organization Name:</b> Océ Imagistics Inc. d/b/a Océ North America Document Printing systems
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<b>2. Type of Entity:</b> <input checked="" type="checkbox"/> non-government <input type="checkbox"/> nonprofit 501(c)(3), (4), or (6)
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<b>3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:</b>	
Directors	Officers
Joseph D. Skrzypczak	Joseph D. Skrzypczak - President & CEO
John Reilly	Eric Vandoninck - Sr. Vice President & CFO
Eric Vandoninck	Michael J. Troy - Vice President
Rokus van Iperen	Anthony Marino - Vice President, Corp Counsel & Secretary
	Daniel Harper - Assistant Secretary
	Kathreen Campbell - Assistant Secretary
	Catherine Duda - Treasurer
	Mario Cacace - Assistant Treasurer

<b>4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:</b>
Océ-USA Holding, Inc. owns 100% of the shares of Océ Imagistics Inc.

Prepared by:           Kathleen R. Fred            
 Title:           Paralegal            
 Phone:           (203) 365-6018            
 Date:           August 31, 2010