

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: JUNE 8, 2015 AGENDA ITEM NUMBER: 6

SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH RICOH USA, INC. FOR MANAGED DOCUMENT SERVICES (GENERAL SERVICES DEPARTMENT)

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

The General Services Department provides print shop and mail delivery and pick up services for all County departments. In order to improve operational efficiencies, the County contracted with Ricoh USA, Inc., on behalf of its General Services Department, to conduct a professional analysis of the print shop and mail services operations. The analysis made many recommendations for improved service levels with a customer centric re-focus, better utilization of County owned equipment, reduction of expenditures for materials, and reduction in outsourcing County print jobs. It was the recommendation of the analyst that the County seek to outsource print shop and mail services operations due to the critical nature of the services provided and to quickly transition the current operation into a more responsive and cost-effective service center.

The General Services Department, as part of the U.S. Communities Purchasing Alliance, recommends contracting with Ricoh USA, Inc. for managed document services for two one-year periods beginning July 1, 2015. During this two year period, General Services will obtain critical data on the print shop and mail services operations. Utilizing this data, it is General Services' intention to advertise a Request for Proposals for managed document services with an anticipated start date of July 1, 2017.

The General Services Department recommends entering into a yearly agreement with Ricoh USA, Inc. in an annual amount not to exceed \$274,224.00 for managed document services effective July 1, 2015.

ATTACHMENTS- YES NO

SIGNATURE: *J. Audrey Watts, Jr.* DATE: June 4, 2015
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH
RICOH USA, INC. FOR MANAGED DOCUMENT SERVICES
(GENERAL SERVICES DEPARTMENT)**

WHEREAS, the General Services Department provides print shop and mail pickup and delivery services for all County departments and has decided to outsource these operations in order to transition the current operation into a more responsive and cost-effective service center; and

WHEREAS, it is the recommendation of the General Services Director that the County enter into a one-year contract for managed document services with Ricoh USA, Inc. in the annual amount of \$274,224.00; and

WHEREAS, the Chief Financial Officer and the Budget and Management Director have determined that sufficient funds are available to cover the cost of this contract.

NOW, THEREFORE, BE IT RESOLVED by the Forsyth County Board of Commissioners that the Chairman or County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a one year contract between Forsyth County and Ricoh USA, Inc. in the amount of \$274,224.00, beginning July 1, 2015, for managed print shop and mail services in the manner designated herein, subject to a pre-audit certificate thereon by the Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney.

BE IT FURTHER RESOLVED by the Forsyth County Board of Commissioners that the County Manager and the Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, subsequent contracts for these services and amendments thereto within budgeted appropriations in the current and future fiscal years, if these services remain necessary to the County.

Adopted this the 8th day of June 2015.