

DRAFT**RESOLUTION 20xx-xxx**

RESOLUTION AUTHORIZING AMENDMENT NO. 3 TO AGREEMENT WITH XEROX CORPORATION TO PROVIDE MANAGED PRINT SERVICES AND DOCUMENT PRODUCTION AND PUBLISHING, INCREASING THE MAXIMUM AMOUNT PAYABLE UNDER THE AGREEMENT BY \$386,000 FOR A NEW MAXIMUM AMOUNT PAYABLE UNDER THE AGREEMENT OF \$2,536,000 FOR SERVICES THROUGH NOVEMBER 30, 2026. EXPENDITURES ARE BUDGETED IN THE INFORMATION TECHNOLOGY MANAGEMENT PROGRAM. FUNDS REQUIRED FOR FUTURE YEARS WILL BE BUDGETED IN THE APPROPRIATE FISCAL YEAR SUBJECT TO BOARD APPROVAL UPON ADOPTION OF EACH FISCAL YEAR'S BUDGET.

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

WHEREAS, on November 4, 2014, the Board authorized an agreement with Xerox Corporation to provide managed print services and document production and publishing for five years, with two optional one-year extensions for a total aggregate term of seven years and an amount not-to-exceed of \$995,000; and

WHEREAS, on December 5, 2017, the Board approved Amendment No. 1 to increase the not-to-exceed amount to \$1,800,000 and in February 2018 the District exercised the option to extend the term two years; and

WHEREAS, in April 2020, the Board authorized Amendment No. 2 to increase the not-to-exceed amount to \$2,150,000; and

WHEREAS, as amended, the agreement currently expires on November 21, 2021 and continues on a month to month basis thereafter unless expressly renewed for a longer period by written agreement or terminated by either party by providing 90 days' written notice; and

20xx-xxx

WHEREAS, to provide uninterrupted printing support services and to reduce costs during the COVID-19 pandemic, staff proposes a flexible strategy: 1) create a new 60-month reduced-cost schedule for printers at Harbor Police, Maritime and General Services Departments 2) retain a minimum number of Administration Building printers under the existing orders and 3) return the remainder of Administration Building printers that are at the end of their lease; and

WHEREAS, staff recommends the Board authorize Amendment No. 3 to the agreement with Xerox, adding \$386,000 to the existing agreement, and adding the new 60-month schedule; and

WHEREAS, once “new normal” is known and printing requirements are identified, staff will seek authorization for renewed Administration Building printing services if needed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or her designated representative is hereby authorized to enter into Amendment No. 3 to Agreement with Xerox Corporation, increasing the maximum amount payable under the Agreement from \$2,150,000 to \$2,536,000.

APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 6th day of October 2020, by the following vote: