

DRAFT

RESOLUTION 20xx-xxx

RESOLUTION AUTHORIZING FIVE YEAR AGREEMENT WITH XEROX CORPORATION TO PROVIDE MANAGED PRINT SERVICES AND DOCUMENT PRODUCTION AND PUBLISHING FOR A TOTAL AGGREGATE NOT TO EXCEED AMOUNT OF \$1,500,000.

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, BPC Policy No. 110 authorizes the participation in collaborative solicitations with other public agencies, to develop agreements with vendors resulting from collaborative bidding efforts, and to utilize pricing and terms for services competitively solicited by other public agencies in District agreements; and

WHEREAS, in 2014 the Board awarded an agreement with Xerox Corporation, following Request for Proposals No. 14-15, for Managed Print Services and Document Production and Publishing; and

WHEREAS, District staff found that the program achieved significant savings over the years by optimizing and standardizing printers and reducing the overall footprint of printing services, thereby, significantly reducing technical staff time required to support print functions; and

WHEREAS, during the agreement with Xerox Corporation, the Board authorized two amendments to extend services beyond the initial termination date whereby the last amendment, Amendment 2, authorized by the Board in April of 2020, extended the termination date to November 2021, and only renewed the leases for printing services for departments that had to be onsite during the pandemic; and

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WHEREAS, the current agreement with Xerox is set to terminate in November 2021; and

WHEREAS, to continue the long-standing success of the Managed Print Services Program while allowing the District flexibility to adjust to its changing landscape of printing needs, District staff recommends entering a new agreement with Xerox Corporation; and

WHEREAS, OMNIA Partners, Public Sector is a purchasing organization for state and local government, K-12 education, colleges, and universities whereby all contracts available have been competitively solicited and publicly awarded by a government entity serving as the lead agency while utilizing industry best practices and processes; and

WHEREAS, District staff recommends leveraging a pre-competed agreement between Omnia Partners and Xerox Corporation (Omnia Cooperative Agreement for Region 4 ESC Contract # R171406 between Region 4 ESC now OMNIA and Xerox) to enter into a new Master Services Agreement with Xerox; and

WHEREAS, Staff further recommends the Board adopt a resolution authorizing a five-year master services agreement with Xerox Corporation for managed print services and document production and publishing in an amount not to exceed \$1,500,000.

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 his designated representative is authorized to enter into a Master Services Agreement contract between Omnia Partners and Xerox Corporation for managed print services and document production and publishing in an amount not to exceed \$1,500,000.

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 12th day of October 2021, by the following vote: