



HOUSTON
HOUSING AUTHORITY

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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration to authorize the Interim President & CEO to award and execute a contract to Dahill Office Technology Corporation dba Xerox Business Solutions Southwest for the Leasing of Copiers

2. Date of Board Meeting: March 24, 2020

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make any necessary changes and corrections to enter into a contract with Dahill Office Technology Corporation dba Xerox Business Solutions Southwest, for the leasing of copiers with an initial period of performance of three (3) years, with HHA having the option to extend the contract two (2) additional years in one (1) year increments in an amount not to exceed \$494,987.40 (excluding any overage charges not to exceed 10% of contract value), pursuant to the memorandum dated March 2, 2020 from Roy A. Spivey, Director Information Technology to Mark Thiele, Interim President and CEO.

4. Department Head Approval Signature _____ Date: _____

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature _____ Date: _____



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: ROY A. SPIVEY, DIRECTOR INFORMATION TECHNOLOGY
SUBJECT: CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO TO AWARD AND EXECUTE A CONTRACT TO DAHILL OFFICE TECHNOLOGY CORPORATION DBA XEROX BUSINESS SOLUTIONS SOUTHWEST FOR THE LEASING OF COPIERS
DATE: MARCH 02, 2020

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make any necessary changes and corrections to enter into a contract with Dahill Office Technology Corporation dba Xerox Business Solutions Southwest for leasing copiers with an initial period of performance of three (3) years, with HHA having the option to extend the contract two (2) additional years in one (1) year increments in an amount not to exceed \$494,987.40 (excluding any average charges not to exceed 10% of the contract value).

Additionally, this memorandum recommends, that if the contract with Dahill Office Technology Corporation dba Xerox Business Solutions Southwest is terminated before the contract expires, HHA's President and CEO has the option to lease copiers from the firm that received the next highest score.

BACKGROUND:

Subsequent to the approval of Board Resolution 3105, it was decided that it is in the best interests of HHA not to take any action relative to that Resolution and cancel IFB 19-26 Lease of Copiers in its entirety. RFP 20-04 Leasing of Multifunctional Copiers was issued to replace it.

The knowledge and experience gained from IFB 19-26 Lease of Copiers was leveraged to create RFP 20-04 Leasing of Multifunctional Copiers.

ADVERTISEMENT:

In January of 2020, a legal notice announcing RFP 20-04 Leasing of Multifunctional Copiers was published in the Forward Times and Houston Chronicle Newspapers.

This new solicitation was posted on HHA's website and sent to the bidders that responded to IFB 19-26 Lease of Copiers.

While the solicitation was open, HHA's Procurement and Information Technology (I.T.) Departments, conducted a pre-proposal conference with potential bidders to give them an opportunity to ask questions about the solicitation.

EVALUATION PROCESS:

RFP 20-04 Leasing of Multifunctional Copiers was advertised with the following Evaluation Criteria developed by HHA's I.T. Department, which were used by HHA's Evaluation Committee to rank and score all responses to this solicitation:

Evaluation/Selection Criteria	Maximum Score
Price	30
Cost Control Measures	20
Copier Specifications	20
Secure Print	20
Value Added Service (VAS)	20
Project Methodology	15
M/WBE Participation	10
Section 3 Participation	10
Quality / Reliability	30
Total Points	175

The members of the Evaluation Team consisted of: Roy Spivey, I.T. Director; Ala Isa, Policy Analyst; and Barry Hughes, System Network Analyst.

The below formula published by the State of Texas was used to assign an objective score relative to price:

- $\text{Lowest Price} / \text{Price of Response Being Evaluated} \times \text{Maximum Number of Points}$

On January 31, 2020, HHA received the following proposals, and they were scored and ranked as follows:

Evaluation/Selection Criteria	M/WBE Status	Five (5) Year Cost (Excluding Overages)	Maximum Score
Dahill Office Technology Corporation dba Xerox Business Solutions Southwest	N/A	\$494,987.40	166
Zeno Imaging	N/A	\$528,253.20	149
TLC Office Systems	N/A	\$531,000.00	140
Marmion Business Solutions	N/A	\$616,200.00	132
Xerox Corporation	N/A	\$672,026.00	130
Ricoh USA, Inc.	N/A	\$673,075.80	119
Tejas	MBE	\$776,700.00	113

Dahill Office Technology Corporation dba Xerox Business Solutions Southwest received the highest score, because they offered the best cost-effective solution to HHA. Additionally, they agreed to:

- Utilize the services of Office Evolutions, Inc. as an MBE subcontractor; and,
- Contribute 3% to the Self Sufficiency Compliance Fund.

HHA's Evaluation Team interviewed Dahill Office Technology Corporation dba Xerox Business Solutions Southwest, and there is a high degree of confidence they can provide HHA with a turn-key cost-effective copier solution that meets HHA's needs.

References have been checked and returned positive. There are no conflicts of interest, and Dahill Office Technology Corporation dba Xerox Business Solutions Southwest is not on the HUD Debarment List.

It is estimated that we will save at least \$193,380 over five years by selecting Dahill Office Technology Corporation dba Xerox Business Solutions Southwest of RFP 20-04 instead of the lowest responsive bidder of IFB 19-26.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make any necessary changes and corrections to enter into a contract with Dahill Office Technology Corporation dba Xerox Business Solutions Southwest, for the leasing of copiers with an initial period of performance of three (3) years, with HHA having the option to extend the contract two (2) additional years in one (1) year increments in an amount not to exceed \$494,987.40 (excluding any overage charges not to exceed 10% of contract value), pursuant to the memorandum dated March 2, 2020 from Roy A. Spivey, Director Information Technology to Mark Thiele, Interim President and CEO.