

June 27, 2019

19-123

AUTHORIZATION TO REPLACE OUR CURRENT
XEROX MANAGED PRINT SERVICE CONTRACT
WITH CTX BUSINESS SOLUTIONS FOR MANAGED
PRINT SERVICES

PREPARED BY: Amber Cagle, District Print Manager, Auxiliary Services

FINANCIAL
RESPONSIBILITY: Eric Blumenthal, Interim Vice President, Finance and
Administration

APPROVED BY: Mark Mitsui, College President

REPORT: Portland Community College's Information Technology Services and Print Center Department requests Board Approval to authorize the college to contract with CTX Business Solutions to replace Xerox as our vendor for District Managed Print Services. Managed Print Services places each printing device under a monthly management contract that includes all the consumables, replacement parts, and onsite service.

Xerox is currently contracted as our Managed Print Services provider. On March 7, 2019, Xerox was notified of Portland Community College's intent to cancel the Managed Print Services Agreement. Cancellation is effective on June 7, 2019, with no penalty to Portland Community College.

The Print Center and IT are recommending that we transition our Managed Print Services contract to CTX Business Solutions, which is located in Tigard, Oregon. CTX will provide local support of toner replenishment and printer repair that will meet PCC's needs. Additionally CTX will provide an onsite customer service representative to manage PCC's toner inventory and service calls. CTX will allow for storage of toner on every campus. Additionally, they will provide these services at a lower cost than Xerox Corporate has offered us for the past 7 months.

This would allow for significant savings during summer term, as we would be charged for actual printing with no minimum charge.

The CTX Business Solutions- Managed Print Services are on a cooperative procurement contract, The Organization for Educational Technology and Curriculum, #OETC-14R-MPS-CTX. ORS 279A.200 to 279A.225 permit Cooperative Procurements of this nature by Portland Community College.

MWESB: OETC widely advertised this Request for Proposals (RFP) to maximize exposure to all qualified firms. Newspapers in Oregon, Washington, Alaska, Montana, and Idaho published the opportunity. No COBID certified firms submitted a proposal to OETC in response to this RFP.

RECOMMENDATION: That the Portland Community College Board of Directors authorize the utilization of The Organization for Educational Technology and Curriculum agreement with CTX Business Solutions for Managed Print Services. The total estimated annual savings to the college will be \$92,412.00 for a total of \$274,236.00 for three years.