



**AGENDA FOR A MEETING OF THE TENDERS SUBCOMMITTEE TO BE HELD IN THE  
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON FRIDAY, 2 JUNE 2006, COMMENCING AT 9.00 AM.**

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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

**NOTE:** Urgent Business need not be dealt with now and may be delayed until later in the meeting.



**3 CONFIRMATION OF MINUTES**

Meeting Minutes - 19 May 2006

**RECOMMENDATION**

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 19 May 2006, as circulated, be taken as read and now be confirmed.



4 **EXTENSION OF PHOTOCOPIER CONTRACTS - CONTRACTS IM02044B AND IM02044C**

**PURPOSE OF THE REPORT**

The purpose of this report is to seek the Tenders Subcommittee's approval to extend Council's existing Departmental and High Volume Photocopier Contracts, IM02044B and IM02044C respectively with Fuji Xerox NZ Limited for a further period of 24 months so that Council can extend its new Multifunctional Device (MFD) Infrastructure System.

**BACKGROUND**

Information Management manages the lifecycle and replacement schedules for departmental and high volume printers, photocopiers and scanners throughout the Council and the current contracts with Fuji-Xerox NZ Limited expire in June 2006. The current copier contract provides a Multifunctional Device capability of printing, copying and scanning, and with Council's pending move to Waitakere Central this capability allows an opportunity to rationalise the physical number of printing, photocopying and scanning devices utilised within Council.

Furthermore, Council and Unitec have recently completed the implementation of a very successful Integrated Library Service at the new Waitakere Central Library utilising Multifunctional Devices and associated infrastructure system which was supplied and implemented by Fuji-Xerox NZ Limited.

Combined with the opportunity to rationalise the number of physical devices it would be advantageous for Council to build on this investment and extend the Multifunctional Device infrastructure and system into Waitakere Central.

**PROPOSED SOLUTION**

It is proposed to build on Council's new Multifunctional Device investment and infrastructure at Waitakere Central Library by extending it through to Waitakere Central. This will be achieved by installing approximately 34 Multifunctional Devices (replacing approximately 108 existing copiers, printers and Multifunctional Devices), along with a new printing system known as 'follow-me printing' and some additional services such as, preventative maintenance, the replacement of paper in copiers and full auditing. It is also proposed to use an all encompassing rate per page for the Multifunctional Device services and it is anticipated that the cost to Council will be reduced by \$100,000 per annum over the next 24 months.

Council's remote sites will continue to use their existing photocopying equipment and printers and wherever practicable sites will be migrated onto the new Multifunctional Device infrastructure.

Council currently spends \$700,000 per annum on its Departmental and High Volume Devices (Printers, Photocopiers and Multifunctional Devices) and under the proposed solution for Waitakere Central and Council's remote sites, it is estimated that the new cost based on current print and copy volumes will be about \$600,000 per annum over the next 24 months.

**SOURCE OF FINANCE**

Funding for this equipment will be through existing Unit photocopier operational budgets provided for in the Council's Long Term Council Community Plan for 2006/2007 and 2007/2008.

## SUMMARY

In order to build on Council's new Multifunctional Device infrastructure investment at Waitakere Central Library and rationalise the physical number of copiers, printers and Multifunctional Devices at Waitakere Central, and to gain an estimated saving of \$100,000 per annum over the next 24 months, it is in the Council's interest to extend its existing Departmental and High Volume Photocopier Contracts, IM02044B and IM02044C respectively with Fuji Xerox NZ Limited for a further period of 24 months.

## RECOMMENDATIONS

1. That the Extension of Photocopier Contracts - Contracts IM02044B and IM02044C report be received.
2. That, in order for the Council to extend Multifunctional Device Infrastructure System its existing Contracts IM02044B and IM02044C for the supply of Departmental and High Volume Photocopiers respectively with Fuji Xerox NZ Limited each be extended for a further period of 24 months. The contract commitments in each financial year are anticipated as being as follows:
  - a) in the sum of \$600,000 plus \$75,000 GST, totalling \$675,000, for the 2006/2007 financial year;
  - b) in the sum of \$600,000 plus \$75,000 GST, totalling \$675,000 for the 2007/2008 financial year.
3. That the Director: Corporate & Civic Services be the delegated authority to enter into the contract extension on behalf of Council.

Report prepared by: Steve McIntosh, Technical Infrastructure Manager.

