

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: March 9, 2011

Board Item: V-A-9

**Contract with Lewan & Associates  
for Printer Services & Supplies**

Action by Consent

Action

Information

Contract# 13561A

Services and supplies for departmental printers and copiers are provided through a Master Service Agreement with Lewan & Associates. Currently Denver Water has 180 such devices, including workgroup printers, personal printers, and multi-function printers (copy, scan & fax) located at 26 different sites.

For many years, multiple vendors including Xerox, Toshiba and PCSS have provided services and supplies for Denver Water's departmental printer fleet. During that time, Lewan & Associates has provided services and supplies for a relatively small portion of our departmental printers. In April of 2009, we were able to reduce printer service and supply costs by \$28,000 annually by consolidating services with Lewan & Associates. This contract with Lewan & Associates results in greater consolidation and additional annual saving of approx. \$23,000.

The Information Technology division is planning to bid this scope of services (i.e. departmental printer services and supplies) in 2012 following completion of the Printshop assessment and determination of out-sourcing / in-sourcing opportunities.

Costs for 2011 annual departmental printer services and supplies are estimated in the range of \$190,000 - \$200,000. Funding for this contract is budgeted in the IT operations budget (MPC 4JN0003).

Recommendation:

It is recommended the Board approve this contract with Lewan & Associates for printer for services and supplies over the next twelve months for an amount not to exceed \$200,000.

**Approvals:**



Chris Dermody,  
Director of Information Technology

Respectfully submitted,



James S. Lochhead, CEO/Manager

for   
Patricia L. Wells,  
General Counsel