



**COMMISSION
AGENDA MEMORANDUM**

Item No.

8d

ACTION ITEM

Date of Meeting

July 28, 2026

DATE: July 16, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Krista Sadler, Technology Delivery Director

SUBJECT: Port-wide Managed Print Services Contract Authorization

Contract Authorization Value:

\$4,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract for Port-wide managed print services for up to five years in an amount not to exceed \$4,000,000 over the five-year period. There is no funding request associated with this authorization.

SUMMARY

The Port of Seattle has utilized a managed print services contract for the last ten years to provide multi-function devices, software, and support services for printing, scanning, copying, and faxing. There are approximately 175 multi-function devices located at 20 Port properties. With this service, the Port has significantly reduced printers, implemented “pull printing” to reduce waste and improve security, expanded for mobile printing, and centralized support for efficiency. This contract expires in August 2026 requiring a new agreement to maintain print capabilities across the enterprise.

With a new agreement, we plan to further reduce printers where utilization is low and investigate a cloud solution that will improve our cyber security posture and fully support Criminal Justice Information System (CJIS) requirements.

This request, to authorize a contract for up to five years and not to exceed \$4,000,000, will include multi-function devices, required software, support, and print usage as well as some contingency for growth over the next five years. Annual costs will be included in the ICT Operating Budget.

There are no attachments to this memo.