



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 28, 2013

Action Item for the City Council Meeting of June 11, 2013

**DATE:** May 28, 2013

**TO:** Ronald L. Olson, City Manager

**FROM:** Michael Barrera, Assistant Director of Financial Services  
[mikeb@cctexas.com](mailto:mikeb@cctexas.com)  
(361) 826-3169

### Lease of Copiers

#### **CAPTION:**

Motion approving a Lease Agreement with Dahill Office Technology Corporation, San Antonio, Texas for eighty-four (84) copiers in accordance with Request For Proposal No. BI-0121-13 based on lowest responsible proposal for an estimated three-year expenditure of \$737,306.64. The term of the lease agreement shall be for thirty-six (36) months with an option to extend for up to two (2) additional twelve-month periods subject to the approval of the Contractor and the City Manager or designee. Funding will be requested for future fiscal years in the normal budget process.

#### **PURPOSE:**

The copiers will be used to support business operations throughout the City.

#### **BACKGROUND AND FINDINGS:**

When comparing like items, the cost of this new lease agreement will be thirty-three percent (33%) less than the current contract. Copiers will be leased for the following locations: City Hall, Development Services, Municipal Court, Police Department, Fire Department, Animal Shelter, Parks & Recreation, Gas Department, Storm Water Department, Water Department, Health Department, General Services, Solid Waste Operations, Waste Water Department, Engineering Annex, and Museum.

#### **ALTERNATIVES:**

Not applicable.

#### **OTHER CONSIDERATIONS:**

The lease will take effect on or about August 1, 2013. As such, no funds from this fiscal year are required to support this contract.

#### **CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Financial Services.

**FINANCIAL IMPACT:**

Operating

Revenue

Capital

Not applicable

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$1,752,723.34	\$737,306.64	\$2,490,029.98
Encumbered / Expended Amount		\$1,403,948.28	\$0	\$1,403,948.28
This item		\$0.00	\$737,306.64	\$737,306.64
BALANCE		\$348,775.06		\$348,775.06

Fund(s): General Fund, Stores Fund, Gas Fund, Water Fund, Storm Water Fund, Waste Water Fund, Development Services Fund, Engineering Services Fund, Maintenance Services Fund, Police Grants, Nueces County Health District, & Crime Control Fund.

**Comments:** No expenditures will need to be encumbered through the end of this fiscal year. The remaining \$737,306.64 for the thirty-six (36) months of the contract will be requested for future fiscal years during the normal budget process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Price Sheet

Lease Agreement