



AGENDA MEMORANDUM

Action Item for the City Council Meeting March 8, 2022

DATE: March 8, 2022

TO: Peter Zanoni, City Manager

FROM: Josh Chronley, Assistant Director of Finance-Procurement
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Lease of Konica Minolta Copier for Print Shop

CAPTION:

Motion authorizing a five-year rental agreement for the lease of a Konica Minolta copier for the Print Shop, from UBEO, LLC, of Pharr Texas, through the SourceWell Cooperative, in an amount not to exceed \$290,700.00, with the issuance of a notice to proceed, with FY 2022 funding in the amount of \$38,760.00 available from the Stores Fund.

SUMMARY:

This motion authorizes a five-year rental agreement with UBEO, LLC for the lease of a Konica Minolta Copier for the Print Shop.

BACKGROUND AND FINDINGS:

In FY 2021, the Procurement Division of Finance assumed operational control of the print shop from the Communications Department. Over the past year, Finance has evaluated the operations of the print shop and identified several areas for improvement. Included in the FY 2022 Budget was funding to add an enterprise all-in-one commercial grade printer. Currently, the print shop utilizes multiple consumer grade printers that are prone to issues due to their use. Adding this commercial grade printer will increase productivity and decrease overall downtime.

PROCUREMENT DETAIL:

This procurement is being facilitated through the Sourcewell Cooperative. Contracts awarded through the SourceWell Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements. Purchases from the Sourcewell Cooperative are discounted 30%-54% from MSRP.

ALTERNATIVES:

The alternative would be for the Print Shop to continue to use the current printer, which does not have the capability of the Konica Minolta Copier.

FISCAL IMPACT:

The rental agreement is for a five-year term of \$290,700.00 with FY 2022 funding in the amount of \$38,760.00 through the Stores Fund and the remaining \$251,940.00 available in future budget years.

FUNDING DETAIL:

Fund:	5010	Stores
Organization/Activity:	40010	Print Shop
Mission Element:	172	Communicate Information to public & workforce
Project # (CIP Only):	n/a	
Account:	530160	Rentals

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Rental Agreement
Price Sheet