



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of December 4, 2018  
Action Item for the City Council Meeting of December 11, 2018

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**DATE:** December 4, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Kim Womack, Director of Communication  
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<b>Lease of Citywide Copiers</b>
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**CAPTION:**

Motion authorizing a 36-month Lease agreement for Citywide Copiers with Toshiba America Business Solutions, Lake Forest, California for an estimated amount of \$477,968.76 with two one-year options to extend for an estimated potential total of \$782,396.64.

**PURPOSE:**

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

**BACKGROUND AND FINDINGS:**

The Communication Department in conjunction with the Purchasing Division has evaluated cooperative purchasing agreements and pricing from various copy machine providers. The Communication Department Print Shop is largest consumer of the copy machine contract. This contract will result in a \$11,573.74 savings over the three-year contract period based on service charges and per copy charges.

In order to evaluate pricing accurately, City staff took historical usage for black/white copies, color copies and month service charges and a vendor provided Texas DIR Coop pricing. Staff also took the opportunity to evaluate each copy machine in the fleet citywide to determine overall usage and needs. Many machines were downsized, features eliminated, and color copy machine usage limited. Four base copy machines were also

added to eliminate desktop inkjet printers resulting in savings for several departments.

The new lease agreement will be for 109 copiers in accordance with DIR Cooperative for a total amount of \$13,276.91 monthly service charge, with unlimited black/white copies, and per copy charge of \$0.0335 for color copies and with a two-year option for a total potential multi-year amount of \$477,968.76 in service charges and up to \$304,427.88 in color copy charges for an estimated total of \$782,396.64.

Copiers will be leased for the following locations: City Hall, Development Services, Municipal Court, Police Department, Fire Department, Animal Control, Parks & Recreation, Gas Department, Storm Water Department, Water Department, Health Department, General Services, Senior Center, Solid Waste Operations, Utilities, Department, Engineering Annex, and Museum (billed directly as per contract).

The current contract will expire 12/31/2018 and Staff is recommending award of a contract to Toshiba America Business Solutions under Texas contract number DIR-TSO-3024. The Purchasing Division utilized the DIR cooperative for this procurement. Contracts awarded through the cooperatives have been competitively procured and are in compliance with Texas local and state procurement requirements.

**ALTERNATIVES:**

N/A

**OTHER CONSIDERATIONS:**

Not applicable

**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:**

Communication

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$172,203.64	\$610,193.00	\$782,396.64
Encumbered / Expended Amount	.00	.00	.00
This item	\$172,203.64	\$610,193.00	\$782,396.64
BALANCE	.00	.00	.00

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 Fund & Grants, Crime Control Fund, Engineering Service Fund, Animal Control Fund, Parks & Recreation, and Call Center Fund.

**Comments:**

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Price Sheet