



CITY OF LODI COUNCIL COMMUNICATION

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AGENDA TITLE: Adopt Resolution Approving Purchase of Nine Copy Machines and Contract for Maintenance Services for Various Departments from IKON Office Solutions and Appropriate Funds (\$131,077)

MEETING DATE: July 18, 2007

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: Adopt resolution approving the purchase of nine copy machines and a contract for maintenance services for various City departments from IKON Office Solutions and appropriate necessary monies from the Streets, Wastewater, and Equipment Replacement Funds.

BACKGROUND INFORMATION: Copy machines have a finite usable life span. Several machines throughout the City have reached the end of their lifespan. Breakdowns are frequent, calls for repair have grown to an excessive level, and the machines can not be relied upon to perform the job.

On April 27, 2007, the City received seven responses to a request for proposals sent out for the purchase and maintenance of copiers for various City departments. Proposals received were reviewed to verify that each had met required specifications. A comparison was then performed on all proposals regarding not only the purchase price of each machine but also on their proposed maintenance costs, which were based on a price per copy rate. In addition, City staff conducted phone interviews with the references provided by each vendor.

Based on the above mentioned research and comparisons, City staff has made a recommendation to purchase the machines from IKON Office Solutions as well as to have IKON provide maintenance services on each machine. The brand of copier IKON will be providing is Canon. IKON Office Solutions is under contract with San Joaquin County, San Joaquin Delta College, and the Lodi Unified School District. City staff has communicated with several of IKON's current customers, and all have expressed satisfaction with the company and the great level of service they provide.

There are a total of nine copiers that will be purchased. The following is the list of departments/divisions that will be purchasing new copiers:

- Public Works (City Hall)
- Public Works (White Slough Water Pollution Control Facility)
- Human Resources
- Administration
- Finance & Budget (2)
- Hutchins Street Square
- Parks & Recreation
- Fire Department

APPROVED: _____
Blair King, City Manager

FISCAL IMPACT: Copier purchase: \$131,077. Maintenance Contract is estimated at \$11,835. Departments have funds budgeted for current copier maintenance agreements in their operating accounts. This mitigates the impact of the maintenance contract cost.

FUNDING AVAILABLE: Carryover funding from 2006-07 to cover the purchase of all copiers is available in the Streets, Wastewater, and Equipment Replacement Funds.

<u>Equipment purchase:</u>	
3201201 Streets	\$ 16,451
1711201 Wastewater	\$ 4,365
122 Equipment Replacement Fund	<u>\$110,261</u>
	\$131,077

Kirk Evans, Budget Manager

James R. Krueger
Deputy City Manager

JRK/kje

Attachments

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE BID FOR THE PURCHASE OF
PHOTOCOPIER FOR THE MUNICIPAL SERVICE
CENTER, AND APPROPRIATING FUNDS TO COVER
THIS PURCHASE

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Adopt resolution approving the purchase of nine copy machines and a contract for maintenance services for various City departments from IKON Office Solutions and appropriate necessary monies from the Streets, Wastewater, and Equipment Replacement Funds.

WHEREAS, several machines throughout the City have reached the end of their lifespan causing frequent breakdowns and excessive calls for repair, and the machines can no longer be relied upon to perform the job; and

WHEREAS, on April 27, 2007, the City received seven responses to a Request for Proposals for the purchase and maintenance of copiers for various City departments; and

WHEREAS, Proposals received were reviewed to verify that each had met required specifications, and a comparison was then performed on all proposals regarding not only the purchase price of each machine but also on their proposed maintenance costs, which were based on a price per copy rate; and

WHEREAS, City staff also conducted phone interviews with the references provided by each vendor, and based on research and comparisons, staff recommends purchasing Canon copier machines from IKON Office Solutions as well as to have IKON provide maintenance services on each machine; and

WHEREAS, staff recommends purchasing nine copiers for the following departments/divisions:

- Public Works (City Hall)
- Public Works (White Slough Water Pollution Control Facility)
- Human Resources
- Administration
- Finance & Budget (2)
- Hutchins Street Square
- Parks & Recreation
- Fire Department

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby approves the purchase of nine copy machines and a contract for maintenance services for the various City Departments from IKON Office Solutions in the amount of \$131,077; and

BE IT FURTHER RESOLVED, that \$131,077.00 be appropriated from the Streets, Wastewater, and Equipment Replacement Funds for this purchase.

Dated: July 18, 2007

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I hereby certify that Resolution No. 2007-____ was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 18, 2007, by the following vote:

AYES: COUNCIL MEMBERS -

NOES: COUNCIL MEMBERS -

ABSENT: COUNCIL MEMBERS -

ABSTAIN: COUNCIL MEMBERS -

RANDI JOHL
City Clerk

2007-____