



## Legislation Text

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**File #:** 19-0113, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Patrick Griffin, Interim Information Technology Director  
Steve S. Charelian, Finance Director  
Leilani Emnace, Information Systems Manager  
Gwen Eng, Purchasing Manager

**SUBJECT:**

Consider Adopting a Resolution Awarding RFP No. 1176-19 to Advanced Imaging Strategies Approving Five-Year Lease and Maintenance / Support Services Agreements for Multifunction (Copy, Scan, Print, Fax) Machines with an Estimated Value of \$160,000 Annually (Interim Information Technology Director Griffin).

**ADOPT RESOLUTION NO. 19-0110**

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**RECOMMENDATION:**

Staff recommends that the City Council consider awarding RFP No. 1176-19 to Advanced Imaging Strategies and adopt Resolution No. 19-0110 approving five-year lease and maintenance / support services agreement for multifunction machines with an estimated annual value of \$160,000.

**FISCAL IMPLICATIONS:**

For the multifunction machines, the total cost for the lease, copy charges, and sales tax is approximately \$160,000 per year. This amount is \$11,868 less than the current annual budgeted funds and the new lease encompasses more machines. Sufficient funds are available in each department for these charges and will be budgeted for in subsequent budget cycles.

**BACKGROUND:**

The existing multifunction machines are provided through leases. The workgroup printers are City-owned and are either due for replacement or will be re-assigned. There are 14 Multifunction Devices (MFD) at various City locations (City Hall, Police Department, Fire Station 1, City Yard, and Joslyn Center, etc.) as well as 12 workgroup printers that copy, print, scan, and fax, installed on the City's network. Currently, the vendors provide services, labor, equipment, some consumable materials, maintenance, and repairs necessary for the utilized MFDs. The MFD leases have expired and the aging fleet no longer provides the copy quality or reliability that is needed. The City-owned workgroup printers require maintenance and consumables on an as-needed basis; however, these are very expensive on a cost-per-copy basis.

## **DISCUSSION:**

By combining the copiers and workgroup printers into a single lease, the City is able to lower the cost -per-copy charges, achieve a single contract to manage, and obtain print devices that better meet the departments' current requirements and future needs.

Consequently, staff solicited proposals and received 12 responses. The attached comparison shows the aggregate annual cost including estimated copy charges. Staff reviewed the proposals for pricing and the four lowest vendors were invited to provide a demonstration of their proposed units.

A cross departmental team was assembled to attend demonstrations of the various models proposed by the vendors. Two vendors, Advanced Imaging Strategies (AIS), representing Kyocera MFD, and CBE Office Solutions representing Sharp MFD, were asked to provide on-site demonstration to highlight their product's capabilities to a larger audience at the City Hall. While all four vendors met the base requirements, only Advanced Imaging Strategies (AIS)/Kyocera were able to meet the City's document imaging requirements and departmental space constraints. This is a very important feature as the City continues to migrate to more efficient ways of conducting business involving workflows and document management.

Based on this comparison, staff recommends awarding to AIS five-year lease and maintenance / support services agreements for 27 MFDs (one net new for Parks and Recreation) in the amount not-to-exceed \$160,000 annually. If approved, the new MFDs will arrive in 30-45 days.

## **PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue

## **ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

## **LEGAL REVIEW:**

The City Attorney has approved the agreement as to form.

## **ATTACHMENTS:**

1. Resolution No. 19-0110
2. Agreement - Advanced Imaging Strategies
3. Bid Comparison