



Meeting Date: 08.01.2018
Agenda Item: # _____

Mission Statement

To provide our growing dynamic community excellent municipal services to make Fernley a great place to live, work, and play. Together, we enhance the desirability, safety, friendliness, aesthetics and quality of life in our city.

CITY OF FERNLEY CITY COUNCIL MEETING STAFF REPORT

REPORT TO: Mayor & City Council

REPORT BY: **Daphne Hooper, City Manager**

REVIEWED BY: Brandi Jensen, City Attorney

REVIEWED BY: Denise Lewis, Finance Director

AGENDA ITEM: Possible Action to award a contract for copying and printing services to Konica Minolta for a standard operation rate of \$2031.57 per month plus all black and white copies/prints billed at \$0.00713 per month and all color copies/prints billed at \$0.04277 per month.

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

RECOMMENDED ACTION BY CITY COUNCIL

"I move to approve the contract for copying and printing services to Konica Minolta for a standard operation rate of \$2031.57 per month plus all black and white copies/prints billed at \$0.00713 per month and all color copies/prints billed at \$0.04277 per month."

Key Points:

1. The current printer/copier lease expires August 21, 2018.
2. City Staff solicited for Request for Proposals May 1, 2018 through May 31, 2018 and received four proposals that met the RFP requirements.
3. The proposed contract is for Konica Minolta to provide six multifunctional printer services for the City of Fernley staff. The proposed contract begins August 22, 2018 through June 30, 2020.

POLICY REFERENCE

Nevada Statutes: NRS
Fernley Municipal Code: FMC Title
Policies & Procedure Manual: N/A
Community Assessment: N/A
Other:

SUPPORTING INFORMATION

The City of Fernley entered into a Print Services Contract with Future Print Services and Leaf on August 21, 2013 and expires this year on August 21, 2018.

City staff solicited proposals and posted on the City website a request for proposal for the month of May 2018 for a lease of six multi-functional printers. Seven proposals were received and of the seven proposals four (4) proposals met all the minimum equipment specifications, service requirements, supply expectations, management and reporting requirements and submitted a proposal within the deadline.

Monthly lease	B&W per click	Color per click
\$2031.57	\$0.00713	\$0.04277
\$2150.00	\$0.0065	\$0.062
\$2195.00	\$0.008	\$0.055
\$2460.19	\$0.008	\$0.058

The fees for the contract are outlined in Attachment B, and the total contract amount is for a standard operation rate of \$2031.57 per month plus all black and white copies/prints billed at \$0.00713 per month and all color copies/prints billed at \$0.04277 per month.

FINANCIAL INFORMATION

FISCAL IMPACT:

1. Is There A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes
3. If Budgeted, Which Line Item/Account?
100-417-550

FISCAL SYNOPSIS:

Funds were approved in the FY 18/19 budget.

PRIOR COUNCIL ACTION/REVIEW

May 21, 2018 – City Council approved the FY 2018/2019 Budget
August 21, 2013 – City Council approved contract with Future Print Services

ATTACHED INFORMATION

Contract
Attachment A – Scope of Work
Attachment B – Schedule of Fees
Request for Proposal Multi-Functional Printer Lease