



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: June 17, 2020

REPORT TO: Mayor and City Council
REPORT FROM: Daphne Hooper, City Manager
REVIEWED BY: Brandi Jensen, City Attorney
REVIEWED BY: Denise Lewis, City Treasurer

FINANCIAL IMPACT:

Yes: No:

CURRENTLY BUDGETED:

Yes: No:

FUND/ACCOUNT:

100-414-550, 100-416-550, 100-417-550,
100-425-5500, 510-810-550, 520-810-550

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: Staff Report (For Possible Action): Possible Action to award a contract for copying and printing services to Konica Minolta for \$3253.50 per month for 24 months beginning July 2020 through June 2022.

Agenda Item Brief: The current copier lease expires in July 2020. Staff solicited copier lease proposals from March 2, 2020 through March 20, 2020. Staff received five proposals and recommends the proposal from Konica Minolta at \$3253.50/month that includes maintenance, unlimited printing, no additional charges, and includes delivery and end of lease return costs. This is an 8% savings for the current lease costs.

Recommended Motion:

"I move to approve the two-year contract for copying and printing services to Konica Minolta for \$3236.01 per month from July 2020 through June 30, 2022."

Business Impact (per NRS Chapter 237):

- A Business Impact Statement is Attached.
- A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The Council can may:

- Not approve the contract and direct staff to look for other possible companies for copier services.
- Request additional information

BACKGROUND:

The current copier lease expires in July 2020. Staff solicited copier lease proposals from March 2, 2020 through March 20, 2020. Staff received five proposals from the following businesses:

Current Copiers Konica Minolta		Konica Minolta Proposal	Sierra Office Solution Proposal	Future Print Svcs Proposal	Ray Morgan Proposal
6 Konica Minolta bizhub C450i	Machine	6 Konica Minolta bizhub C450i	6 Xerox AltLink C8045	6 Xerox AltaLink C8045	6 Canon imageRUNNER ADVANCE C5550i III
45 ppm	Speed	55 ppm	45 ppm	45 ppm	60 ppm
Copy, Print, Scan, Fax	Functions	Copy, Print, Scan, Fax	Copy, Print, Scan, Fax	Copy, Print, Scan, Fax	Print, Copy, Scan, Fax
Collate, Staple, 2/3 hole-punch	Finisher	Colating, Stapling, 2/3 hole-punch	Collate, Staple, 2/3 hole-punch	Staple/ 3 hole punch	Stapling, 2/3 Hole punch
3650	Sheet Capacity	3650	5140	4700	6350
\$2062.01	Mo. Lease	\$ 3,253.50	\$ 1,961.28	\$ 2,135.00	\$ 2,286.16
included in lease	Mo. Maint.	included in lease	included in lease	\$ 90.00	included in lease
0.00713	B&W	included in lease	\$ 0.0061	\$ 0.0080	\$ 0.0050
0.04277	Color	included in lease	\$ 0.0450	\$ 0.0600	\$ 0.0050
~\$3421.43/mo	Estimated Mo. Total Cost:	\$3253.50/mo.	~\$3320/mo.	~\$3584/mo.	~\$3645/mo.

Staff recommends the proposal from Konica Minolta at \$3236.01/month that includes delivery and installation of 6 copiers, copier maintenance, unlimited printing, supplies, end of lease return costs, and no additional charges. This is an 8% savings for the current lease costs and is the lowest copier proposal submitted. Currently staff leases Konica Minolta copiers, so there will be an easy transition.

The term of the proposed contract is from July 1, 2020 through June 30, 2022.

LEGAL IMPLICATIONS:

The contract defines termination, liability, and legal requirements.

FINANCIAL IMPLICATIONS:

Funds have been budgeted for FY 2020-2021 and will be included in the budget for FY 2021-2022.

ATTACHMENTS:

Proposed Contract