

Legislation Text

File #: 21-703, **Version:** 1

PRESENTER:

Barbara Coleman, Purchasing Manager

SUBJECT:

Approval of a lease agreement with Ricoh USA for the Citywide rental and services of multi-function copier devices through a BuyBoard cooperative agreement.

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED:

N/A

BACKGROUND INFORMATION:

The City is currently under a five-year contract with Ricoh USA for the lease of multi-function copier devices (MFD) which will expire September 30, 2021. Staff were surveyed to get a better understanding of vendor compatibility and equipment needs. Ricoh has provided excellent services and the equipment to support the City's needs. Staff are in support of the continued use of Ricoh equipment and services. The multifunction equipment is an office machine that incorporates the functionality of multiple devices into one that allows the user to make copies, send faxes, scan, and print documents from the city network. The recommended new contract will support the lease and maintenance of 33 pieces of equipment with an annual pool volume of copies and incorporates a cloud-based fax solution. The pooled allowances are developed based on historic annual volumes for black/white images and color.

Ricoh has been competitively bid and awarded through the BuyBoard Cooperative; therefore, satisfies procurement requirements. Staff are recommending this contract for a new five-year lease agreement. The estimated annual cost for all MFD equipment and services is \$110,323 for a five-year (60-month) term effective October 1, 2021 through September 30, 2026. Annual costs may vary if the City exceeds their annual pooled copy allowances and as new equipment is added. Each department will be responsible for overage costs exceeding their copy allowances.

ISSUE:

City Plan/Council Priority: Maintain an ongoing program for improving customer service Maintain fiscal stability of City Operations.

FISCAL IMPACT:

The recurring cost for this contract is allocated in each individual department's budget and is incorporated into the FY22 Operating Budget.

RECOMMENDATION:

Staff recommends approval of a lease agreement with Ricoh USA for the Citywide rental and services of multi-function copier devices through a BuyBoard cooperative agreement.