



Staff Report

TO: City Council
FROM: Jaime Salas, IT Manager
DATE: August 20, 2024
SUBJECT: Authorize a Five Year Copier Agreement with Konica Minolta

Description City-wide leasing of multi-function copiers.

Background and Analysis:

The City currently has 10 multi-function copiers distributed amongst the following department and facilities: City Hall, Transit, Police Department, Community Services, Public Works and Wastewater. The existing contract expired August 5, 2024. Staff issued a request for proposals (RFP) for a new multi-year contract for multi-function copiers on February 2, 2024. Nine (9) responses were received on time on the due date of May 31, 2024. After review only five proposals met the requirements in the RFP.

- Digital Image Solutions - \$111,522.00 (copiers only) – Vendor did not include cost per copy, accessories, or security features.
- Advance Office - \$75,050.40 (copiers only) – RFP did not included cost per copy, accessories, or security features.
- Konica Minolta - \$198,888.00 (copiers and flat rate fee for copies).
- AIS - \$196,362.00 – (copiers and unlimited copies) - No accessories or security features supported.
- Abd Office Solutions \$365,736.00 – (copiers and unlimited printing) No security features supported.

A committee was formed by members of staff from Information Technology, City Hall and the Police Department to review each vendor's proposal. The top three vendors were identified, and staff scheduled site visits for demonstrations and review of optional features. After the site visits the team met and unanimously selected Konica Minolta. The technology, ease of use, service capabilities, optimal costs, security features, and support led to the selection as a best fit for our print infrastructure.

As part of the negotiations a large plotter printer (1 HP Pagewide XL 4200 MFP) lease was added. Plotter printers are known for producing large high-quality prints with

precise intricate lines for maps and other detailed images. The final scope and fees were negotiated to include all professional project services, all hardware leases, flat rate fee for copies, advanced security solutions, service and support to include all parts and labor.

Fiscal Impact:

The new monthly contract amount of \$5,876 is fully budgeted for and will be allocated between the general fund (GL-100-1230-7075), transit (GL-750-7000-7075) and wastewater (GL-700-4050-7075). Future years will be budgeted annually for a total 60-month term, not to exceed \$352,560.00.

Recommended Action:

Authorize the City Manager to execute a five-year Premier Advantage Agreement and Lease Schedule A with Konica Minolta for an amount not to exceed \$352,560.00.

Attachments:

- A. Konica Minolta RFP
- B. Updated Cost Sheet
- C. Konica Minolta Lease Agreement
- D. Konica Minolta Schedule A – Equipment List