



CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Approval of a Contract for Copy Machines for the Police Department and City Administration	MEETING DATE: October 19, 2023
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve a contract with Caltronics Business Systems and authorize the City Manager to sign.

BACKGROUND/DISCUSSION:

In November 2019, your Council approved a 48-month contract for copiers for the Police Department and City Administration under the State and Local Government Lease Purchase program, NASPO. As those contracts end, staff has researched and negotiated a new lease with Caltronics for copy machines.

The new proposal includes new machines to replace the copiers currently leased and an additional copier for the Youth Center and consolidated billing for all machines. Under the new proposal, the City would capture savings of just over \$1200 annually.

OPTIONS:

1. Move to approve a contract with Caltronics Business Systems and authorize the City Manager to sign.
2. Other direction

FISCAL IMPACT:

None \$16,798.44 annually Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

Goal #1: Make Clearlake a Visibly Cleaner City

- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to approve a contract with Caltronics Business Systems and authorize the City Manager to sign.

- Attachments:** 1) Caltronics Business Systems proposal