



Folsom City Council Staff Report

MEETING DATE:	10/10/2023
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11108 – A Resolution Authorizing the City Manager to Execute an Agreement with UBEO (Ray Morgan) to Renew/Extend Contract
FROM:	Finance Department

RECOMMENDATION / CITY COUNCIL ACTION

The Office of Management and Budget respectfully requests the City Council approve Resolution No. 11108 – A Resolution Authorizing the City Manager to execute an agreement with UBEO (Ray Morgan) to renew/extend copier contract.

BACKGROUND / ISSUE

The City has contracted with UBEO (Ray Morgan) for copy machine services for the past 23 years. The current contract with Ray Morgan was awarded for 5 years, starting in September 2019 based on price, service, technology, cost cutting measures and our need to consolidate with one vendor for our paperless office agenda.

POLICY / RULE

Section 2.36.080 of the Folsom Municipal Code states, in part, that contracts for supplies, equipment, services, and construction with an estimated value of \$70,952 or greater shall be awarded by the City Council.

ANALYSIS

We are constantly striving to find better, more efficient ways to increase employee effectiveness while cutting costs associated with consumables and repairs. UBEO (Ray Morgan) has been instrumental in assisting the city's Information Technology staff with monitoring copier needs along with making recommendations on how to streamline/right size our copier fleet. Staff

would like to extend our current copier contract for 63 months to continue to take advantage of right sizing/cost cutting opportunities.

FINANCIAL IMPACT

The annual cost of the proposed contract extension for the copier lease portion is budgeted and available in the various City departments based on their individual usage of the machines. There is no increase to the copier lease portion from the previous contract. All machines will be color with unlimited coping. There is an additional machine added to the contract for Police. The lease for the added machine is \$328.61 per month which is budgeted and available in the FY 2023-24 Police Department budget. In addition, this contract extension includes an additional \$358.92 each month (\$4,307.04 annually) for maintenance to move the unifi document management and xMedius Fax servers to the cloud in-lieu of on-premise equipment. This additional \$4,307.04 is budgeted and available in the Information Systems Division in the General Fund (Fund 010).

ATTACHMENT

1. Resolution No. 11108 – A Resolution Authorizing the City Manager to execute an agreement with UBEO (Ray Morgan) to renew/extend copier contract.

Submitted,

Stacey Tamagni
Chief Financial Officer

Attachment 1

RESOLUTION NO. 11108

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH UBEO (RAY MORGAN) TO RENEW/EXTEND COPIER CONTRACT

WHEREAS, Section 2.36.080 of the Folsom Municipal Code requires the City Council to approve contracts greater than \$70,952; and

WHEREAS, in order to maintain our current copier/printer, document management, fax services within our current infrastructure a lease extension is required; and

WHEREAS, the proposal from UBEO (Ray Morgan) allows the City to purchase copier/printer, document management, fax services with monthly payments of \$15,567.75 for 63 months; and

WHEREAS, sufficient funds for the first year of the agreement are budgeted and available in the individual department budgets for FY 2023-24, , and future years will be included during the budget process; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute an agreement with UBEO (Ray Morgan)to renew/extend copier contract in an amount not to exceed \$980,768.25 over a 63 month period at \$15,567.75 monthly.

PASSED AND ADOPTED this 10th day of October 2023, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Rosario Rodriguez, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK