



**TO:** FRUITA CITY COUNCIL AND MAYOR

**FROM:** KIMBERLY BULLEN, PUBLIC WORKS DIRECTOR

**DATE:** NOVEMBER 5, 2024

**AGENDA TEXT:** ORDINANCE 2024-19 – Second Reading – Approving a long-term lease with Capital Business Systems, Inc. for a copier system and related services at the Wastewater Reclamation Facility and authorizing the City Manager to execute the agreement

### BACKGROUND

The Wastewater Reclamation Facility has a copier agreement that expired in September of 2024. Copier services are currently provided on a month-to-month basis until a new lease agreement goes into effect. The Wastewater Reclamation Facility has experienced positive customer support from Capital Business Systems, and reliable operation of copier services. The Wastewater Reclamation Facility compared this with other copier services at use in the city and believe the Capital Business Systems product provides the best alternative. The new contract will be for an image RUNNER ADVANCE DX C3926i copier system.

### FISCAL IMPACT

**Term:** The Contract is for 60 months.

**Amount:** The monthly billable amount is \$126.51, includes 500 B&W and 200 color copies/prints per month for the RUNNER ADVANCE DX C3926i. Any excesses will be billed quarterly at \$.014 per black and white image and \$.08 per color image. The base payments and excess charges may be increased up to a maximum of 15% on an annual basis.

**Services:** The initial installation, ongoing training, all service, parts and labor, toner and backup toner are included in the monthly charge with an all-inclusive maintenance agreement.

### APPLICABILITY TO CITY GOALS AND OBJECTIVES

Engaging in a contract for copier services allows the Wastewater Reclamation Facility to conduct necessary day-to-day operations supporting the core service of quality of place.

### OPTIONS AVAILABLE TO THE COUNCIL

- Approve the new five-year contract for the Wastewater Reclamation Facility.
- Request staff obtain new quotes for copier services and resubmit a request to approve a new contract

### RECOMMENDATION

It is staff's recommendation that the Council, by motion:

- **APPROVE ORDINANCE 2024-19 FOR A LONG-TERM LEASE WITH CAPITAL BUSINESS SYSTEMS, INC. FOR A COPIER SYSTEM AND RELATED SERVICES AT THE FRUITA WASTEWATER RECLAMATION FACILITY AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**