



TO: FRUITA CITY COUNCIL AND MAYOR

FROM: KIMBERLY BULLEN, PUBLIC WORKS DIRECTOR

DATE: NOVEMBER 5, 2024

AGENDA TEXT: ORDINANCE 2024-18 – Second Reading – Approving a long-term lease with Capital Business Systems, Inc. for a copier system and related services at the Public Works Department

BACKGROUND

The Public Works Department 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 Public Works department has experienced positive customer support from Capital Business Systems, and reliable operation of copier services. The department compared this with other copier services at use in the city and believes the Capital Business Systems product provides the best alternative. The new contract will be for an image RUNNER ADVANCE DX C3930i copier system and a Color image CLASS X LBP1333C printer.

FISCAL IMPACT

Term: The Contract is for 60 months.

Amount: The monthly billable amount is \$245.55, includes 2,000 B&W and 200 color copies/prints per month for the RUNNER ADVANCE DX C3930i and 400 B&W and 25 Color copies/prints per month for the Color image CLASS X LBP1333C. Any excesses will be billed quarterly at \$.014 per black and white image and \$.08 per color image for the RUNNER ADVANCE DX C3930i and \$.027 per black and white image and \$.105 per color image for the Color image CLASS X LBP1333C. 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 Public Works Department 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 Fruita Public Works Department.
- 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 2024-18 FOR A LONG-TERM LEASE WITH CAPITAL BUSINESS SYSTEMS, INC. FOR A COPIER SYSTEM AND RELATED SERVICES AT THE FRUITA PUBLIC WORKS DEPARTMENT**