



TO: FRUITA CITY COUNCIL AND MAYOR

FROM: DAVE KROUSE, CHIEF OF POLICE

DATE: JANUARY 16, 2024

AGENDA TEXT: ORDINANCE 2024-02 – Second Reading – Approving a long-term lease with Capital Business Systems, Inc. for a copier system and related services at the Fruita Police Department

BACKGROUND

The Fruita Police Department has a copier agreement that expired in September of 2023. Copier services are currently provided on a month-to-month basis until a new lease agreement goes into effect. The police 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 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 \$325, which includes 3,600 B&W and 800 color copies/prints per month. Any excesses will be billed quarterly at \$.0125 per black and white image and \$.072 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. This contract is approximately \$10 more per month than the current copier contract.

APPLICABILITY TO CITY GOALS AND OBJECTIVES

Engaging in a contract for copier services allows the police department to conduct necessary day-to-day operations supporting the core service of public safety.

OPTIONS AVAILABLE TO THE COUNCIL

- Approve the new five-year contract for the Fruita Police 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 2024-02 FOR A LONG-TERM LEASE WITH CAPITAL BUSINESS SYSTEMS, INC. FOR A COPIER SYSTEM AND RELATED SERVICES AT THE FRUITA POLICE DEPARTMENT**