



**TO:** FRUITA CITY COUNCIL AND MAYOR

**FROM:** DEBRA WOODS, DEPUTY CITY CLERK

**DATE:** OCTOBER 18, 2022

**AGENDA TEXT:** ORDINANCE 2022-26 – Second Reading – Approving a long-term lease with All Copy Products, Inc. for a copier system and related services at the Fruita Civic Center and authorizing the City Manager to execute the contract – *Deputy City Clerk Deb Woods*

### BACKGROUND

The Fruita Civic Center has a copier agreement that expires in October of 2022. Copier services will be provided on a month-to-month basis until a new lease agreement goes into effect. Staff sought and received proposals from three firms to provide a copier and related services for the next five years. After review of the proposals, staff is recommending the lowest bidder, All Copy Products. The machine will be a Sharp BP-70C55 Advanced Series B&W and Color Digital Copier System.

### FISCAL IMPACT

The Contract is for a five-year period. The monthly billable amount is \$320.84, which includes 6,000 B&W and 2,000 color copies/prints per month. Any excesses will be billed quarterly at \$.0056 per black and white image and \$.0502 per color image. 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 \$65 less per month than the competitor and current copier, with a yearly savings of \$780 and five-year savings of \$3,900.

### APPLICABILITY TO CITY GOALS AND OBJECTIVES

By receiving additional quotes, the Civic Center was able to find a cheaper alternative than the current vendor, which enforces transparency.

### OPTIONS AVAILABLE TO THE COUNCIL

- Approve the new five-year contract for the Fruita Civic Center
- 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 2022-26 - SECOND READING - APPROVING A LONG-TERM LEASE WITH ALL COPY PRODUCTS, INC. FOR A COPIER SYSTEM AND RELATED SERVICES AT THE FRUITA CIVIC CENTER AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT**