



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** Five-year Printer Lease for City Facilities

**CEQA:** Not a project.

**Recommendation:** That Council 1) approve the City Manager to enter into a five-year lease and service agreement with UBEO for printers throughout City wide facilities for a total not to exceed \$80,000 subject to legal review, and 2) authorize Administrative Services Director to make any needed budget adjustments and/or budget transfers to complete this procurement.

**Prepared by:** Taylor Day, City Clerk

**Council Meeting Date:** 02/14/2023

**Date Prepared:** 02/9/2023

**Background Information:** The City printers and copiers are used for a variety of tasks associated with daily business activities. This new lease will be replacing the existing leased printers by a different vendor in City Hall and adding serviced printer/copier/scanners at the Police Department, Animal Shelter, Fire Departments, and City Hall. By changing vendors, the City will be able to add printers under a service lease that includes maintenance and repair costs. Additionally, the City should see a cost savings over past practices. A copy of the proposal, lease agreement, and quote is attached for Council information.

Staff researched various procurement options; UBEO agreed to provide the printers and copiers through cooperative purchasing under the California State Contract #7-19-70-46-01.

**Council Goals/Objectives:** The action executes portions of work tasks towards achieving/maintaining Strategic Plan - High-Performance Government and Quality Service.

**Fiscal Impact:** Impact will be minor. Existing lease will be dissolved, and a majority of toner purchased for personal printers will no longer be required throughout the city.

**Funds Available:** Yes

**Account #:** 100-51110

**Reviewed by:** City Manager

**Attachments:** UBEO proposal, Lease agreement, and Quote.