



City of Ketchum

August 16, 2021

Mayor Bradshaw and City
Councilors City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Approve Integrated Technologies Copy / Print Service Lease Contract.

Recommendation and Summary

Staff requests Council authorize the Mayor's signature on Contract #20679 with Integrated Technologies to provide Xerox print equipment, installation and service at a cost of \$ 826.10 per month, or \$ 9,913.20 annually.

"I move to authorize the Mayor to sign the Intergrated Technologies Contract #20679, approving a monthly service payment of \$ 826.10, for copy and print equipment and services."

The reasons for the recommendation are as follows:

- Copy and print equipment was reviewed per contract end-date with Fisher Technology in 6/2021
- RFP's were requested, vendor bids reviewed and measured against the following criteria, per Procurement policy:
 - Cost
 - Right equipment selection based on business need and use data
 - Local affiliations / reputation w/other government agencies
- Standardizing equipment across all operations
- Retiring and/or recycling old and/or un-used equipment prior to New City Hall and New Fire Station relocations

Introduction and History

Current copy and print services, provided by Fisher Technology, contracted in 5/2016, expired in 5/2021. In accordance with procurement guidelines in Idaho Code Title 67, Chapter 28, the City of Ketchum gathered bids to review copy and print services for all City locations and operations.

Analysis

Integrated Technologies, Fisher Technology and Valley Office Systems provided the City recommendations for equipment and services in pursuit of a 5-year lease / Service contract.

Summary of Bid Detail:

solutions to best serve business need. <ul style="list-style-type: none"> • Provided quote for three equipment options including accessories. • Provided insight for how other Idaho cities were approaching copy and print services to reduce expense. 	existing equipment. <ul style="list-style-type: none"> • Provided quote to renew existing services, noting additional cost for accessories. 	refurbished equipment. <ul style="list-style-type: none"> • Provided quote for two equipment options that did not have full accessories required by business use.
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Monthly Pricing Summary:

Integrated Technologies	Fisher	Valley Office Systems
\$ 826.10 includes service and needed accessories.	\$ 870.47 includes service, no required accessories.	\$ 1,977.99 includes service on discontinued / refurbished products, does not have all needed accessories.

Integrated Technologies was the lowest bidder and confirmed local service availability (Wood River Valley / Blaine County).

"...we have 9 technicians, with one of them lives in the Wood River Valley."

Sustainability Note

Integrated Technologies will provide appropriate removal and recycling of existing equipment.

Financial Impact

The City of Ketchum will recognize the following reduced cost from the approval of Contract # 20679 (*comparison analysis was based on current solution vs. recommended solution*).

Monthly	Life of Contract – 5 Year
\$ 280.46	\$ 16,827.51

Sincerely,

Tara Fenwick

Tara Fenwick
City Clerk

Attachments:

- Integrated Technologies Monthly Rate Quote / Contract #20679
- Integrated Technologies Analysis / Cost Savings
- Integrated Technologies Products
- Fisher Technologies Quote
- Valley Office Services Quote