

City of Moberly

City Council Agenda Summary

Agenda Number: _____

Department: Finance

Date: October 7, 2024

Agenda Item: Receipt Of Bids For New Copy Machines.

Summary: The City currently has 3 color copy machines that are nearing the end of useful service life. While they do have some life left, we don't want to wait until they have become a constant maintenance problem. In mid-August Finance posted a Request For Proposals (RFP) for 5 new color copiers, 3 to replace existing units in the City Manager's office, the Water Office, and the Parks & Recreation office, plus two smaller units in the Personnel office and Fire Station #1. Bids were solicited from 3 vendors and advertised in the Moberly Monitor-Index, with 2 proposals received. Attached are copies of the RFP and a tabulation of the bids.

3 options were solicited: 36-month lease, 60-month lease, and cash purchase. After evaluating the bids, staff recommends the cash purchase option of 5 machines from GFI Digital for \$18,964.89. The Finance Director will be in attendance to discuss the bid evaluation process.

Although prior staff indicated that funds would be budgeted in the affected departments for this transaction, nothing can be found in the budget documents to cover this purchase outside of Parks & Recreation. The General Fund is capable of absorbing the \$10,500 applicable to it, and Public Utilities can absorb the \$4,000 for its copier. Maintenance costs have been ongoing for several years so there are funds already built into the budget for this.

Recommended

Action: Please accept the bids.

Fund Name: General, Parks and Recreation, and Utilities Operating.

Account Number: Various

Available Budget \$: \$15,000 in Parks & Recreation fund only, not budgeted in General or Utilities funds.

ATTACHMENTS:

<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution
<input checked="" type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____

Roll Call

Aye

Nay

Mayor

M___ S___ **Lucas** _____

Council Member

M___ S___ **Kimmons** _____

M___ S___ **Kyser** _____

M___ S___ **McKeown** _____

M___ S___ **Graff** _____

Passed Failed