



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action – New Lease Agreement for Printer/Copier Use

**Preferred Agenda:** September 27, 2022

**Submitted By:** Matt Brown, Interim Finance Director

**Reviewed By:** Kelcey Young, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** Sweet Home Finance Policies

**Towards Council Goal:** Employ sound technology to maximize efficiency.

**Attachments:** Pacific Office Automation Agreement

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## **Purpose of this RCA:**

The purpose of this RCA is to enter into a new lease agreement for printer/copier use.

## **Background/Context:**

Before the previous Finance Director left, an RFP was completed to review service and cost for copier/printer leases for the city. The city received several responses to which the lowest cost for the city was identified as Pacific Office Automation.

Currently, the city is now on a month-to-month lease as the previous company's contract has expired. The previous company did take part in the RFP, however, was not the lowest cost.

## **The Challenge/Problem:**

There is no challenge/problem. If other departments throughout the city wish to tag along for printers/copiers, this contract allows growth opportunities for the city if this needs to happen.

## **Stakeholders:**

- Stakeholder – Staff; staff use the printers/copiers on a daily basis in their workload. Having a lease as opposed to ownership can be advantageous and save money and potential pitfalls of having current IT staff try to address problems or fix printer errors that can happen regularly.

## **Issues and Financial Impacts:**

As shown in the contract, the fiscal impact will be the base price of the machines and the ongoing costs of color and B&W prints. Staff is very diligent in using multiple computer screens to help reduce printing costs overall. My assumption of a similar number of prints based on

previous years, is that this contract will be about the same as current costs if not a small amount less than what is currently being paid based on per print costs.

**Options:**

1. Option #1 – Approve and Sign the contract.
2. Option #2 – Do not approve the contract and stay month-to-month with current provider
3. Option #3 – Redo the RFP process for printing services

**Recommendation:**

My recommendation is Option #1 - approve and sign the contract. I will coordinate with IT staff and staff within the office on the timing of the new equipment installation and the removal of the old equipment by the previous company.