

# Consent Agenda

<b>Agenda Item #</b>	5G
<b>Meeting Date</b>	September 22, 2008
<b>Prepared By</b>	Abel Castillo Information System Manager
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Single Reading Ordinance Awarding a Three-Year Lease Contract to Nauticon Imaging Systems for Copier Machines
<b>Background</b>	<p>The two current five-year lease contracts with United Business Machines (UBM) for six photocopiers and one additional photocopier (acquired a year later) expire in November 2009 and December 2010, respectively. Several of the machines have been malfunctioning frequently. Staff researched options to replace the leased equipment with more efficient and cost effective machines.</p> <p>Cooperative purchasing proposals were solicited from UBM, Nauticon Imaging Systems and Océ. Nauticon and Océ submitted proposals based on competitively bid State of Maryland contracts. Nauticon's proposal is \$53,394 per year. The proposal from Océ is \$59,854 per year. UBM did not submit a proposal.</p> <p>Proposals from Nauticon and Océ are comparable in equipment. The scanning, fax and networking capabilities are expected to decrease the use of paper and toner. Both proposals include four color machines and four black and white copiers with networking, scanning, and faxing capabilities. The Nauticon proposal includes an additional, smaller copier for the Finance Department. Both proposals include improved account management software and a buy out of the existing lease. The Nauticon proposal is less expensive and better meets the needs of City staff. Additional necessary software is included in the price.</p> <p>Staff proposes that the City enter into a three-year lease agreement with Nauticon Imaging Systems. The contract includes a buy out of the current leases.</p>
<b>Policy</b>	<p>The Council approves purchases that exceed \$10,000.</p> <p>The City Manager may enter into contracts or agreements for cooperative purchases without the requirement of competitive bidding.</p>
<b>Fiscal Impact</b>	Cost of the proposed contract is approximately \$53,394 per year. The cost for color copies is not included in this cost, but would be substantially lower than the per copy cost in the current contract. The total cost includes a buy out of the UBM lease agreement. The City is currently spending approximately \$64,035.00 per year on the UBM copiers. Funds for copiers are included in the approved FY 09 Budget.
<b>Attachments</b>	Proposed Single Reading Ordinance awarding a three-year lease for Toshiba copiers to Nauticon Imaging Systems.
<b>Recommendation</b>	Council approval of the attached Single Reading Ordinance awarding a three-year contract for Toshiba photocopiers to Nauticon Imaging Systems.
<b>Special Consideration</b>	

Introduced by:

Single Reading

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE # 2008- \_\_\_\_  
Authorization to Lease Photocopiers**

**WHEREAS,** the City of Takoma Park desires to enter into a lease contact for photocopiers that will best meet staff needs by improving efficiency and decreasing cost; and

**WHEREAS,** proposals were solicited from United Business Machines, Nauticon Imaging Systems, and Océ; and

**WHEREAS,** the City received proposals from Nauticon Imaging Systems for Toshiba photocopiers and from Océ for Océ photocopiers; and

**WHEREAS,** the proposals are comparable in the type of photocopiers and their features; and

**WHEREAS,** both proposals include a buy out of the contract for the current photocopiers; and

**WHEREAS,** the proposal from Nauticon Imaging Systems is for approximately \$53,394 per year; and

**WHEREAS,** since this is a cooperative purchase based on a State of Maryland contract, competitive bidding is not required; and

**WHEREAS,** funds for photocopiers are included in the adopted FY 09 Budget; and

**WHEREAS,** the proposal from Nauticon Imaging Systems is most cost effective and best meets the needs of the City.

**NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:**

Section 1. The City Manager is authorized to enter into a three-year lease with Nauticon Imaging Systems for Toshiba copiers in the amount of \$53,394 per year.

Section 2. This Ordinance shall become effective upon adoption.

**ADOPTED** this \_\_\_\_ day of October, 2008 by roll-call vote as follows:

**AYE:**

**NAY:**

**ABSTAIN:**

**ABSENT:**