



Legislation Text

File #: 19-1423, **Version:** 1

MOTION TO APPROVE THE 48 MONTH LEASE OF A MULTIFUNCTION COPIER/PRINTER FROM DELTA BUSINESS SOLUTIONS FOR THE CITY CLERK'S OFFICE UTILIZING THE STATE OF FLORIDA CONTRACT # 600-000-11-1 "MULTIFUNCTION PRODUCTS, PRINTERS, FACSIMILE EQUIPMENT, SCANNERS, RELATED SOFTWARE, SUPPLIES, AND SERVICES" FOR AN ESTIMATED ANNUAL AMOUNT NOT TO EXCEED \$9,350.04 AND FOR A TOTAL AMOUNT NOT TO EXCEED \$37,400.16, PURSUANT TO SECTION 35.18(C)(5) OF THE CITY'S CODE OF ORDINANCES.

PROCUREMENT PROCESS TAKEN:

- ***Section 35.18 of the City's Code of Ordinances is regarding "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."***
- ***Section 35.18(C) states that "Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:"***
- ***Pursuant to Section 35.18(C)(5) of the City's Code of Ordinances, "Commodities or services that are the subject of contracts with the state its political subdivisions or other governmental entities including the United States Government, are exempt from the competitive procurement process."***
- ***The City Clerk's Office is requesting to lease multifunction copiers/printers the State of Florida Contract # 600-000-11-1 "Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies, and Services".***

SUMMARY EXPLANATION AND BACKGROUND:

1. The City Clerk's Office prints the Agenda Book the first and third Wednesday of every month.
2. The high volume of printing requires a special type of printer, and after research performed by the City Clerk's Office, it was deemed that model # 8505i III by Canon would best suit the department's needs. This model also provides an inline 19-hole comb bind puncher unit, which will punch holes into regular cut sheet paper after imaging eliminating the need to buy pre-punched paper.
3. The City Clerk's Office current equipment lease term is coming up for expiration, so there is a need to enter into a new lease agreement.
4. The State of Florida Agreement # 600-000-11-1 "Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies, and Services" has listed Delta Business Solutions

as an authorized distributor of the Canon copier.

5. The monthly lease payment for the equipment is \$662.17 per month. Services and supplies are billed at \$0.0039 cost per copy. The City Clerk's Office estimates an average monthly volume of 30,000, which results in approximately \$117 a month for the maintenance cost. Therefore, the total estimated monthly cost is \$779.17. This equates to an estimated annual amount of \$9,350.04 (\$37,400.16 estimated cost for the 48 month term of lease).

6. Request the City Commission to approve the 48 month lease of a Multifunction Copier/Printer from Delta Business Solutions for the City Clerk's Office, utilizing the State of Florida Contract # 600-000-11-1 "Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies, and Services" for an estimated annual amount not to exceed \$9,350.04 and for a total amount not to exceed \$37,400.16, pursuant to section 35.18(C)(5) of the City's Code of Ordinances.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: The equipment is expected to be delivered in January, the cost for fiscal year 2019-20 is \$7,012.53. \$37,400.16 is the estimated cost for the 48 month term.

b) Amount budgeted for this item in Account No: \$4,928 is available in account # 1-519-1001-44200 (Rents - Machinery & Equipment)

c) Source of funding for difference, if not fully budgeted: \$2,084.53 is available in account # 1-519-1001-46801 (I.T. Maintenance Contracts)

d) 5 year projection of the operational cost of the project:

	FY 2019-20	Year 2	Year 3	Year 4	Year 5
Expenditures (\$7,012.53)		(\$9,350.04)	(\$9,350.04)	(\$9,350.04)	(\$2,337.51)
Net Cost (\$7,012.53)		(\$9,350.04)	(\$9,350.04)	(\$9,350.04)	(\$2,337.51)

e) Detail of additional staff requirements: Not Applicable.