

Agenda Report

October 16, 2023

TO: Honorable Mayor and City Council

FROM: Parks Recreation and Community Services Department

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH ANDERSON BUSINESS TECHNOLOGY FOR COPIER MAINTENANCE AND A CONTRACT WITH DE LAGE LANDEN FINANCIAL SERVICES, INC FOR COPIER LEASE SERVICES FOR THE PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$113,740

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act ("CEQA") pursuant to Section 15061 (b)(3), the "Common Sense" exemption that CEQA only applies to projects that have an effect on the environment.
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Anderson Business Technology for Copier Maintenance and Supplies for the Parks, Recreation and Community Services Department in an amount not to exceed \$39,337 for a period of five years, whichever occurs first, which includes the base contract amount of \$34,206 and a contingency of \$5,131 for any unforeseen maintenance costs. Competitive Bidding is not required pursuant to City Charter Section 1002(F) for contracts for professional services; and
3. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with De Lage Landen Financial Services, Inc. for Copier Leases for the Parks, Recreation and Community Services Department in an amount not to exceed \$74,403 for a period of five years, whichever occurs first, which includes the base contract amount of \$70,860 and a contingency of \$3,543. Competitive Bidding is not required pursuant to City Charter Section 1002(F) for contracts for professional services.

BACKGROUND:

The Parks, Recreation and Community Services Department (PRCS) offers a wide range of recreational programming and community services events and provides maintenance to 26 City parks. To provide these services, the Department's seven locations have varying printing and copying needs. PRCS currently leases most of

the multi-functional printers and has purchased other devices through various equipment providers. Each PRCS Department location has older model copiers. Vendors have advised that parts for the existing copiers are becoming obsolete, and hard to locate in the marketplace; thus, making repairs costly. Additionally, the cost of replacing ink cartridges is high since the models are older.

The Police Department issued a Request of Proposal for “Copier Lease & Maintenance” on February 24, 2022. Anderson Business Technology (Anderson), a Pasadena business, received the highest score out of the participating vendors. On September 19, 2022, the City Council approved the Police Department to enter a contract with Anderson for copier lease and maintenance services.

Anderson’s proposal for PRCS is based upon the copier equipment needs for each location, totaling seven color copiers. PRCS is provided with the same copier unit pricing as offered to the Police Department for the following locations:

- City Hall
- City Yard
- Central Park Recreation Center
- Jackie Robinson Community Center
- Robinson Park Recreation Center
- Victory Park Recreation Center
- Villa Parke Community Center

While Anderson will provide the copy machine equipment and provide the maintenance services, De Lage Landen Financial Services (DLL) will hold the five-year lease agreement for each copier.

| Term | Lease Cost (DLL) | Maintenance Cost (Anderson) | Total |
|-----------------------------|-------------------------|------------------------------------|------------------|
| 5-Years | \$70,860 | \$34,206 | \$105,066 |
| Contingency | \$3,543 | \$5,131 | \$8,674 |
| Total Contract Award | \$74,403 | \$39,337 | \$113,740 |

Since 2016, Anderson Business Technology has had 126 purchase orders and contracts with the City and is familiar with DoIT security requirements. Anderson Business Technology's experience will serve PRCS and the City well.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic planning goal to maintain fiscal responsibility and stability.

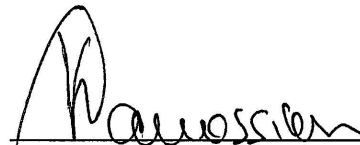
ENVIRONMENTAL ANALYSIS:

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378 This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment; therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since this action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The total cost of this action will be \$113,740 for five years. Funding will be addressed by the utilization of existing budgeted appropriations in the PRCS operating budget (Accounts 10118101-811300 and 10118070-811300).

Respectfully submitted,



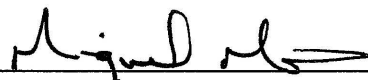
KOKO PANOSSIAN
Director of Parks, Recreation and
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Approved by:



MIGUEL MARQUEZ
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