

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** July 12, 1999

**FROM:** CITY MANAGER

**SUBJECT:** LEASE OF TWO HIGH SPEED COPIERS

## **RECOMMENDATION**

1. Authorize the Purchasing Administrator to issue a purchase order to Océ – USA, Inc. for the lease of one 3165 digital copier for the Printing Services Section of the Information Technology Services Division. Five year lease to be renewed annually for \$11,000 for a five year cost of \$55,000.
2. Authorize the Purchasing Administrator to issue a purchase order to Danka Office Imaging for the lease of one ImageSource 110 analog copier for the Printing Services Section of the Information Technology Services Division. Five year lease to be renewed annually for \$12,000 for a five year cost of \$60,000.
3. Grant this contract a partial exemption (vendor outreach only) from the Affirmative Action in Contracting Ordinance pursuant to P.M.C. 4.09.060(C) contracts for which the City's best interests are served.

## **BACKGROUND**

Printing Services is in need of replacing two high-speed analog copiers. These copiers are now 7 years old, which is "end of life" expectancy for high volume copiers in a production environment and downtime is increasing. The centralized reproductions of city documents are processed on these two machines which includes financial reports and the weekly agenda package. These documents are time sensitive and require high quality and quick turnaround. Of these documents the agenda package is the most challenging. It must be reproduced within a few hours after being received.

Because of the increased downtime during the course of this fiscal year, it has been necessary to send the agenda package to an outside vendor for reproduction.

The recommended digital and analog copiers that would replace the current copiers, would allow Printing Services to increase the level of service to all departments, ensure the timely reproduction of the agenda package and make the transition to digital reproduction.

Many copier vendors were contacted. Included were Océ, Danka, Xerox, Mita, Canon and Konica. Off site and on site demonstrations were conducted. Resolution of copy quality, copy speed, ease of use, compatibility with the city network, overall features and costs were compared. It was decided that the Kodak ImageSource 110 analog copier and the Océ 3165NC digital copier offered the most desirable combination of analog and digital copying.

The proposed leases are exempt from competitive bidding, pursuant to City Charter section 1002(H), contracts with other governmental entities or their contractors for labor, material, supplies, or services. Both Océ and Danka have contracts with the County of Los Angeles and provide the same pricing to the City of Pasadena as they do for the County of Los Angeles.

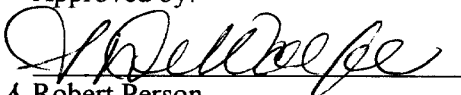
#### **FISCAL IMPACT**

The total annual cost for the proposed equipment leases is \$23,000. As each of these leases is for a five-year period, staff will include the cost for subsequent years in future fiscal year budget requests.

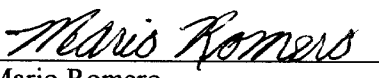
Respectfully submitted,

  
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