

REPORT TO CITY COUNCIL

DATE: APRIL 11, 2012

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER

SUBJECT: AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS FOR MULTI-FUNCTION COPIERS

The purpose of this report is to seek authorization to request proposals through a Request for Proposals (RFP) process for Multi-Function Copiers. Staff has prepared a RFP package that will be provided to multiple vendors, as well as advertised through several other sources.

For the past five years, the City has leased two RICOH multi-function copiers. A medium capacity copier located at the Recreation Center and a high capacity copier located at City Hall. With the term of these lease agreements expiring in August 2012, staff felt it was appropriate to request proposals in order to provide opportunities for other qualified vendors to compete for the contract and to ensure the City is getting the best quality, functionality and prices the industry has to offer.

The term of the agreement would begin August 2012, if authorization is approved, and would expire August 2017. The proposed FY 2012-2013 equipment and maintenance budget is \$14,000, pending the adoption of the FY 2012-2013 Budget by the City Council. Staff expects to return to Council in June for the contract award in order to prevent any interruption of services.

RECOMMENDATION

Staff respectfully recommends the City Council authorize staff to solicit Request for Proposals for the lease of Multi-Function Copiers.