

## RESOLUTION NO. 2007-009

Adopted by the Sacramento City Council

January 9, 2007

### PURCHASE/LEASE: HIGH VOLUME PRINTERS/COPIERS

#### BACKGROUND

- A. The City's Information Technology (IT) Department prints all output from mainframe based applications, including charitable contribution forms, W-2's, Form 1099's, pay checks (payroll, pension, commercial), time sheets, various forms out of the police alarm system, purchase orders, various business tax and rental tax forms, nuisance abatement forms and standard gray bar reports. The Departments' current printers have exceeded their expected useful period of performance and need to be replaced. The IT Department intends to lease a high volume black and white printer for five years to meet its check printing needs. This printer will also serve as an emergency back-up for the printing needs of the Finance Department Central Services unit and;
- B. The City's Finance Department Central Services unit currently uses two high volume non-color printers/copiers and a full-color copier to print in excess of 4.5 million copies per year for various City departments and produces the weekly City Council agenda packets. These machines have exceeded their expected useful period of performance and need to be replaced. The Finance Department intends to purchase one high volume non-color printer, one full-color printer and a production workstation to manage print jobs for both IT and Central Services. The non-color printer will serve as an emergency back-up for the printing needs of the IT department.
- C. In order to take advantage of volume pricing, the cost for a second high volume non-color printer for Central Services, to be purchased within the next year, was requested in the IFB in anticipation of increased printing requests by departments citywide. Staff does not intend to purchase the fourth printer/copier, finishing attachments, and related software and maintenance at this time, but Central Services is forecasting for the future needs of the growing organization and in anticipation of printing more jobs 'in-house' that are currently being done by outside contractors. Should there be a need to purchase an additional printer in the future and if funding is available, staff will return to Council for approval at that time.
- D. It is recommended that a contract be awarded to Xerox Incorporated, 2485 Natomas Park Drive, Suite 250, Sacramento, CA 95833, the lowest responsible bidder, to: provide a leased high-volume non-color printer/copier and related maintenance for IT for a period of five years; provide a high-volume non-color black and white printer/copier, one full-color copier, and one production

workstation and related maintenance for purchase for the Finance Department for its Central Services unit. Contract price includes trade-in credit of \$85,000 for current printers.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Xerox Corporation is accepted as the lowest responsible bidder for High Volume Printers /Copiers in response to IFB No. B071187042.
- Section 2. The contract for High Volume Printers/Copiers is awarded to Xerox Corporation for an amount not to exceed \$400,000 for the lease and related maintenance of one high volume non-color printer for use by the Information Technology department for a period of five years; and in an amount not to exceed \$502,000 for the purchase of one high-volume non-color printer/copier, one full-color copier, and one production workstation and related maintenance for use by the Finance department Central Services unit for a period of five years; for a total amount not to exceed \$902,000 over a five year period.
- Section 3. Disposition by trade-in of current fixed asset printers as indicated: Xerox 4850 @ \$20,000, Xerox 4050 @ \$20,000; Xerox Docutech 125 @ \$30,000; and Canon 2400 @ \$15,000, for a total of \$85,000 trade-in value is authorized.
- Section 3. The City Manager is hereby authorized to execute this agreement and upon such execution the Procurement Services Manager is hereby authorized to issue Purchase Orders, as necessary, to Xerox Corporation, 2485 Natomas Park Drive, Suite 250, Sacramento, CA 95833.

Adopted by the City of Sacramento City Council on January 9, 2007 by the following vote:

Ayes: Councilmembers, Cohn, Fong, McCarty, Pannell, Sheedy, Tretheway, Waters, and Mayor Fargo.

Noes: None.

Abstain: None.

Absent: Councilmember Hammond.

  
\_\_\_\_\_  
Mayor, Heather Fargo

Attest  
  
\_\_\_\_\_  
Shirley Concolino, City Clerk