

# City of Mesquite, Texas

## Legislation Details (With Text)

<b>File #:</b>	19-4577	<b>Version:</b>	1	<b>Name:</b>	Bid 2020-038 - Xerox D125 Black/White Printer
<b>Type:</b>	Agenda Item	<b>Status:</b>	Passed		
<b>File created:</b>	12/11/2019	<b>In control:</b>	City Council		
<b>On agenda:</b>	1/6/2020	<b>Final action:</b>	1/6/2020		
<b>Title:</b>	Bid No. 2020-038 - Annual Leasing of Xerox D125 Black/White Printer. (Authorize the City Manager to finalize and execute a lease agreement with Xerox Corporation, through The Cooperative Purchasing Network (TCPN), Contract No. R150302, in an amount not to exceed \$88,233.00. The term of the lease is for 60 months with a monthly amount of \$1,470.55 and an annual amount of \$17,646.60, subject to annual appropriation of sufficient funds.)				

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposal

Date	Ver.	Action By	Action	Result
1/6/2020	1	City Council	Approved	Pass

Bid No. 2020-038 - Annual Leasing of Xerox D125 Black/White Printer.  
 (Authorize the City Manager to finalize and execute a lease agreement with Xerox Corporation, through The Cooperative Purchasing Network (TCPN), Contract No. R150302, in an amount not to exceed \$88,233.00. The term of the lease is for 60 months with a monthly amount of \$1,470.55 and an annual amount of \$17,646.60, subject to annual appropriation of sufficient funds.)

### Name of Department

Finance / Print Shop/Mailroom

### Project/Budgeted Amount

Total Lease Term	\$88,233.00
Annual Lease Payments	\$17,646.60

### Sum of Bid/Bid Amount

Total Lease Term	\$88,233.00
Annual Lease Payments	\$17,646.60

Currently, there are two Xerox printer/copier machines located in the Print Shop: J75 Color and D125 Black/White Printer. The D-125 machine only prints in black and white and is used heavily for jobs such as: business cards, posters, programs, water and code notifications, police information packets, new hire packets, annual insurance packets and police coloring books.

The proposal received from Xerox Corporation is for a 60-month lease agreement with monthly lease payments of \$1,470.55, with an estimated annual total cost of \$17,646.60.

### Recommended/Desired Action

Staff recommends award to Xerox Corporation.

**Attachment(s)**

Proposal

**Drafter**

Ryan Williams

**Head of Department**

Debbie Mol