

Legislation Text

File #: 19-4577, **Version:** 1

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