

Legislation Text

File #: 21-5471, **Version:** 1

Bid No. I069-2019 - Annual Xerox V180 Color Digital Press.

(Staff recommends ratification of the lease agreement with Xerox Corporation, through The Cooperative Purchasing Network (TCPN), Contract No. R150302, in an amount not to exceed \$185,053.20. The term of the lease is for 60 months in the monthly amount of \$3,084.22, for a total annual amount of \$37,010.64, subject to annual appropriation of sufficient funds.)

Name of Department

Finance/Print Shop/Mailroom

Project/Budgeted Amount

Total Lease Term (5 years)	\$180,800.00
Annual Lease Payments	\$36,160.00

Sum of Bid/Bid Amount

Total Lease Term (5 years)	\$185,053.20
Annual Lease Payments	\$37,010.64

The City's Print Shop division is responsible for creating and reproducing mass printing jobs such as the Mainstream, warrant notices, tax statements, code notices, City business cards, posters, advertisements and various other print jobs for all City Departments.

The average monthly cost, which includes the lease, maintenance and monthly average impressions, is \$3,013.22. The monthly cost includes 28,622 color impressions and 12,727 black/white impressions. The overage costs are \$.0409 for color impressions and \$0.0115 for black/white impressions. Staff estimates an additional 1,736 color impressions will be made per month, for a monthly overage cost of \$71.00. The total monthly lease payment, including overages, is \$3,084.22, for a total annual amount of \$37,010.64.

Recommended/Desired Action

Staff recommends ratification of the lease agreement with Xerox Corporation for a 60-month lease.

Attachment(s)

Xerox Quote

Drafter

Ryan Williams

Head of Department

Cindy L. Smith