

**CITY COUNCIL AGENDA TOPIC**

Resolution authorizing execution of Amendment 2 to a General Services Contract with Pacific Office Automation, for an additional one-year term and an amount not to exceed \$131,306.16 plus applicable taxes, for lease of copier equipment, related software, and maintenance services.

John Resha, Director, 452-4366

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*Finance & Asset Management Department*

**EXECUTIVE SUMMARY****ACTION**

This Resolution authorizes execution of Amendment 2 to a General Services Contract with Pacific Office Automation for a one-year term of leased copier equipment, related software, and maintenance services. This additional funding will provide for uninterrupted copier services, software and maintenance.

**RECOMMENDATION**

Move to adopt Resolution No. 10436

**BACKGROUND/ANALYSIS**

In 2017, City staff reviewed competitively bid master contracts from nine vendors and selected Pacific Office Automation (POA) as having the best combination of price and services. The City entered a Modified General Services Contract with POA, which provided the City with an opportunity to update the aging printer fleet as we transitioned to this new agreement, right sizing the number and size of copiers to best meet department needs and enabling our staff to better track and manage printing costs.

The 2017 contract had an initial term of five years with an option to extend for an additional two years. In 2022, the City exercised this extension option and amended the original contract for the extension period. The terms and conditions of the contract remained unchanged.

Amendment 2 will add an additional one-year term to the agreement and add \$131,306.16 bringing the current contract total to \$1,341,050.11 for the total of an eight-year agreement. City staff evaluated copier conditions, cost and usage and have determined that an additional year of equipment lease is warranted while we continue to analyze copier usage data with departmental needs. Staff will prepare and conduct a competitive process in 2025 for a new multi-year contract to be executed beginning in 2026 and beyond.

**POLICY & FISCAL IMPACTS****Policy Impact**

City policy provides that general services contracts more than \$350,000 require Council approval.

**Fiscal Impact**

Approval of this action obligates the City to pay up to \$131,306.16, plus applicable taxes, to POA for lease of copier equipment, related software, and maintenance services. This amount represents an additional increase to the initial contract.

Original Contract	\$947,131.63
Amendment 1	\$262,612.32
Amendment 2	<u>\$131,306.16</u>
<b>New Contract Total Amount</b>	<b>\$1,341,050.11</b>

This expenditure was planned within the proposed 2025-2026 operating budget to fully fund the increase to this contract. After this amendment, a competitive bid process will be conducted in 2025.

**OPTIONS**

1. Adopt the Resolution authorizing execution of Amendment 2 to a General Services Contract with Pacific Office Automation, for an additional one-year term and an amount not to exceed \$131,306.16 plus applicable taxes, for lease of copier equipment, related software, and maintenance services.
2. Do not adopt the Resolution and provide alternative direction to staff.

**ATTACHMENTS**

Proposed Resolution No. 10436

**AVAILABLE IN COUNCIL LIBRARY**

Amendment No. 2 to the General Services Contract