

## CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of an amendment to a Modified General Services Contract with Pacific Office Automation, for an additional 2-year term and an amount not to exceed \$262,612.32, plus applicable taxes, for lease of copier equipment, related software, and maintenance services.

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## EXECUTIVE SUMMARY

This Resolution authorizes execution of the first amendment to a Modified General Services Contract with Pacific Office Automation for lease of 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. 10155

## 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 into a Modified General Services Contract with POA, which provided the City an opportunity to update our 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. The City is interested in exercising this extension option and needs to amend the original contract to include a specific dollar amount (\$262,612.32) for the extension period. POA has identified four heavily used copiers that will be replaced, and staff have identified three copiers that can be removed from the fleet. The removal of these copiers will produce an annual cost savings of \$6,512. The terms and conditions of the contract will otherwise remain unchanged.

## POLICY & FISCAL IMPACTS

### Policy Impact

City policy provides that general service contracts in excess of \$90,000 require Council approval.

### Fiscal Impact

Approval of this action obligates the City to pay up to \$262,612.32, plus applicable taxes, for general services with POA for lease of copier equipment, related software, and maintenance services. This amount represents an increase to the initial contract.

Original Contract	\$947,131.63
Amendment 1	<u>\$262,612.32</u>
<b>New Contract Total Amount</b>	<b>\$1,209,743.95</b>

This expenditure was anticipated, and sufficient funding exists within the 2021-2022 adopted operating budget to fully fund the increase to this contract. Future funding for the remaining years of the renewal option has been requested in the proposed 2023-2024 operating budget.

## OPTIONS

1. Adopt the Resolution authorizing execution of an amendment to a Modified General Services Contract with Pacific Office Automation, for an additional 2-year term and an amount not to exceed \$262,612.32, 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 & AVAILABLE DOCUMENTS

Proposed Resolution No. 10155

## AVAILABLE IN COUNCIL LIBRARY

Amendment No. 1 to the Modified General Services Contract