

December 4, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of amendment three to the existing agreement with Copiers Northwest to extend the term of the agreement on a month-to-month basis through April 2018 at City's sole option if to renew; and thereafter on a month to month basis at either party's option if to renew for providing management of the on-site copy center in City Hall, and for printers and copiers during the transition to Pacific Office Automation for all City departments, in an amount not to exceed \$240,000, plus all applicable taxes.

### **FISCAL IMPACT**

The current agreement with Copiers Northwest includes the management of the on-site copy center, lease of copier equipment, related software, and maintenance services. Effective January 1, 2018 the city is transitioning copier services from Copiers Northwest to Pacific Office Automation. In order to facilitate a smooth transition, the current agreement with Copiers Northwest will be extended on a month-to-month basis through April 2018 to ensure no gap in service. The extension will cost the city up to \$240,000 plus applicable taxes depending on the usage, which is in line with historical spending. Sufficient budget exists within the 2017-2018 general fund operating budget to fund this agreement.

### **STAFF CONTACTS**

Toni Call, Director, 452-7863

Connie Bartels, Procurement and Disbursements Manager, 425-4103

*Finance*

### **POLICY CONSIDERATION**

City Purchasing Policies:

Bellevue City Code 4.28.040 authorizes the purchase of material, supplies, and equipment in excess of \$90,000 with Council approval.

### **BACKGROUND**

The existing agreement for management of the on-site copy center in City Hall and printer and copiers for all City departments with Copiers Northwest will expire on December 31. The City Council approved the execution of the original agreement with Copiers Northwest on September 19, 2011 for a four-year agreement with one option for an additional two-year period. Amendment two to exercise the option to extend the contract through December 31, 2017 was executed on June 23, 2015.

The City has selected a new vendor to serve our copiers and printer use in the City. The new vendor contract will be effective January 1, 2018.

This extension of the contract with Copiers Northwest allows the City to renew the contract on a month-to-month basis as its option through April 30, 2018 and thereafter on a month-to-month basis with either

party having the option to not renew with 25 days' notice. This will ensure that, as we transition to the new vendor, the city's ability to print and copy will not be interrupted.

### **EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

### **OPTIONS**

1. Adopt the Resolution authorizing execution of amendment three to the existing agreement with Copiers Northwest to extend the term of the agreement on a month-to-month basis through April 2018 at City's sole option if to renew; and thereafter on a month to month basis at either party's option if to renew for providing management of the on-site copy center in City Hall, and for printers and copiers during the transition to Pacific Office Automation for all City departments, in an amount not to exceed \$240,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

### **RECOMMENDATION**

Option 1

### **MOTION**

Move to adopt Resolution No. 9343 authorizing execution of amendment three to the existing agreement with Copiers Northwest to extend the term of the agreement on a month-to-month basis through April 2018 at City's sole option if to renew; and thereafter on a month to month basis at either party's option if to renew for providing management of the on-site copy center in City Hall, and for printers and copiers during the transition to Pacific Office Automation for all City departments, in an amount not to exceed \$240,000, plus all applicable taxes.

### **ATTACHMENTS**

Proposed Resolution No. 9343

### **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Agreement and previous amendments with Copiers Northwest