

December 11, 2017

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of a hardware lease and services agreement with Pacific Office Automation for five years with an option to renew for one term of two years for copiers and related services for all City departments, in an amount not to exceed \$1,041,844.80, plus all applicable taxes, for the initial five-year term.

FISCAL IMPACT

This agreement includes the lease of copier equipment, related software, and maintenance services. The estimated five-year cost is \$947,131.63, however variable costs over and above this may arise over the life of the contract. Therefore an additional 10 percent contingency is included for a total of \$1,041,844.80, plus all applicable taxes.

Sufficient budget exists within each department's operating budget. This new vendor and contract represent a 43 percent cost reduction over the existing agreement.

STAFF CONTACTS

David Kelly, Assistant Director, 452-7195
Information Technology

POLICY CONSIDERATION

City Purchasing Policies: Bellevue City Code 4.28.150 authorizes the City to join in cooperative purchasing arrangements with other public agencies when the best interests of the City would be served thereby. Execution of this agreement allows the City to take advantage of the NASPO – Washington State Department of Enterprise Services contract.

BACKGROUND

City staff reviewed competitively-bid master contracts from nine vendors and Pacific Office Automation had the best combination of price and services. Additionally, the agreement will provide the City an opportunity to update our aging printer fleet as we transition to the 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 new five-year agreement, with an option to renew for one term of two years will provide copier services to all City of Bellevue locations and is based on both copier use and number of copiers. The contingency amount is designed to be used for potential changes in copier needs and/or use during the next five years.

This Resolution was originally scheduled for the December 4 consent calendar. On December 4, the City received a formal protest regarding the assignment of financing terms and conditions in the NASPO - Washington State Department of Enterprise Services (DES) contract. The City needed time to assess the

protest. Staff's assessment included a review of the protest by the DES Contract Manager and the City's Legal, Finance and IT departments. It was determined that the protest is not substantiated by the terms and conditions of the contract. Staff have communicated this to the protesting vendor QBSI/Xerox.

EFFECTIVE DATE

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

OPTIONS

1. Adopt the Resolution authorizing execution of a hardware lease and services agreement with Pacific Office Automation for five years with an option to renew for one term of two years for copiers and related services for all City departments, in an amount not to exceed \$1,041,844.80, plus all applicable taxes, for the initial five-year term.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9333 authorizing execution of a hardware lease and services agreement with Pacific Office Automation for five years with an option to renew for one term of two years for copiers and related services for all City departments, in an amount not to exceed \$1,041,844.80, plus all applicable taxes, for the initial five-year term.

ATTACHMENTS

Proposed Resolution No. 9333

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Agreement with Pacific Office Automation