

## CITY COUNCIL REGULAR SESSION

Resolution authorizing the execution of amendment three to an existing agreement with Copiers Northwest, Inc. to exercise the option to extend the agreement for one additional year for mail, central receiving & distribution, and on-site copy center services for all City departments, and to increase the total not to exceed amount of the agreement from \$2,000,000 to \$2,600,000, plus all applicable taxes,

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*Finance & Asset Management Department*

## EXECUTIVE SUMMARY

This amendment will allow for the continuation of on-site copy center access, in addition to central receiving and mail distribution for all City departments.

## RECOMMENDATION

Move to adopt Resolution No. 9925

## BACKGROUND/ANALYSIS

Copiers Northwest was selected through a competitive process for this contracted work. On April 16, 2018, Council adopted Resolution No. 9399 authorizing the execution of a hardware lease and services agreement with Copiers Northwest, Inc. for three years with an option to renew for two terms of one year. The initial three-year contract was approved for an amount not to exceed \$2,000,000, plus all applicable taxes. This action will allow for the execution of one additional year on the contract and increase the total contract amount to an amount not to exceed \$2,600,000, plus all applicable taxes.

The City leverages the specialized expertise and technical skillset of Copiers Northwest to ensure the most cost effective and efficient operation of mail, central receiving & distribution, and on-site copy center services. The vendor provides the necessary staffing and equipment to support the City's large volume of copies produced and finished. Continuation of this agreement ensures the organizations mail service, central receiving & distribution and on-site copy needs are met at a cost-effective price.

## POLICY & FISCAL IMPACTS

### Policy Impact

Bellevue City Code 4.28.130 authorizes the City to make open market purchases of materials, supplies, and equipment and to procure services without obtaining competitive bids or quotations as otherwise required under BCC 4.28.040 and 4.28.050 when the best interests of the City would be served thereby. Execution of this onsite copy center allows the City to take advantage of favorable pricing for all scopes of the contract.

### Fiscal Impact

Approval of this action obligates the City to pay up to \$600,000, plus all applicable taxes to Copiers Northwest for all services performed and expenses incurred under this Amendment to extend the

Agreement for an additional one-year term. This expenditure was anticipated, and sufficient budget exists with 2021-2022 Adopted Operating Budget.

## **OPTIONS**

1. Adopt the Resolution authorizing the execution of amendment three to an existing agreement with Copiers Northwest, Inc. to exercise the option to extend the agreement for one additional year for mail, central receiving & distribution, and on-site copy center services for all City departments, and to increase the total not to exceed amount of the agreement from \$2,000,000 to \$2,600,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9925

## **AVAILABLE IN COUNCIL LIBRARY**

Copiers Northwest Agreement