

TAB 8

POINT PAPER
CITY HALL
COPIER LEASE
CONTRACT ACCEPTANCE
MARCH 23, 2009

ISSUE:

The current lease for the copier located in the Customer Service area of City Hall is expiring next month. The City leases all copiers and will need the approval of City Commission and Mayor to execute a new lease contract.

BACKGROUND:

The City has been with Ricoh Corporation for several years; their maintenance and supply services have been exceptional and they have several contracts with other government and educational entities. Keeping our current technical requirements in mind, the Purchasing Department has now obtained a quote for a new lease contract.

In accordance with the purchasing ordinance, the Purchasing Department made use of the piggyback method and had Ricoh obtain a previously negotiated contract from the University of Florida. This lease contract guarantees us the best price for the unit we've selected. In addition to having current technology meet our current needs, leasing advantages include free maintenance parts, labor and supplies.

Customer Service currently has a 45 PPM (page per minute) black/non-color unit which we pay \$313.42 per month for; this unit is now three years old and, as a result, will most likely require significant continuing maintenance resulting in down time. Due to advances in machinery, a new 50 PPM color unit would now cost us \$318.93 per month.

ALTERNATIVES:

1. Authorize the Mayor to execute a new 36-month lease contract with Ricoh Americas Corporation for the Aficio MPC 5000 model at \$318.93 per month.
2. Authorize the Mayor to execute a one year lease renewal on the old Aficio AF3045 model at \$313.42 per month.

RECOMMENDATION:

Staff recommends the Mayor execute a new 36-month lease contract with Ricoh Americas Corporation for the Aficio MPC 5000 model at \$318.93 per month.

BUDGET IMPACT:

The monthly cost will be charged to Operating Lease 001 512 4405, included in fiscal year 2009 budget.