

TAB 4



City of Palmetto Agenda Item

Meeting Date

12/6/10

Presenter: Allen Tusing **Department:** Public Works

Title:

Copier Lease Renewal

ISSUE:

The current lease for the copier located at Public Works is expiring December 2010. The City leases all copiers and will need the approval of City Commission and Mayor to execute a new lease contract.

BACKGROUND:

In accordance with the purchasing ordinance, the Purchasing Department made use of the piggyback method and had Canon obtain a previously negotiated contract from the State Contract #600-000-11-1. 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.

Public Works currently has a 35 PPM (page per minute) black/non-color unit which we pay \$289.82 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. The new lease from Canon will result in average monthly savings of \$146.90.

ALTERNATIVES:

1. Authorize the Mayor to execute a new 36-month lease contract with Canon for the ImageRunner Advance C5035 model at \$186.08 per month. plus estimated maintenance of \$71.50, for a total of \$257.58 per month.
2. Authorize the Mayor to execute a one year lease renewal on the old Aficio C3500 model at \$186.08 per month.

RECOMMENDATION:

Staff recommends the Mayor execute a new 36-month lease contract with Canon ImageRunner Advance C5035 \$257.58 per month.

BUDGET IMPACT:

The monthly cost will be charged to Operating Lease 001.540.4405, included in fiscal year 2010 budget.

Budgeted Amount:	\$3,863.00	Budget Page No(s):		Available Amount:	\$2,608.00	Expenditure Amount:	\$0.00
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Additional Budgetary Information:

Funding Source(s):	00154044 05	Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Source:	
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City Attorney Reviewed:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Advisory Board Recommendation:	<input checked="" type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	Consistent With:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Potential Motion/Direction Requested: Motion to approve and authorize the Mayor to execute a 36 month lease with Canon for the ImageRUNNER Avcnce C5035 for a total lease amount not to exceed \$9,272.88.

Staff Contact: Allen R. Tusing

Attachments: Financial Breakdown



Financial Breakdown – Public Works

The following is based on The State of Florida Contract #600-000-11-1

Canon ImageRUNNER Advance C5035 (\$146.36/mo.)

- Cassette Feeding Unit-AD1 (\$23.13/mo.)
- Super G3 Fax board AE1 (\$16.59/mo.)

<u>State of FL Pricing</u>	<u>Term</u>	<u>Monthly Payment</u>
IR C5035 Advance	36	\$186.08

Current Monthly Costs

Public Works - Ricoh Aficio MP C3500	\$289.82
Service – Public Works Aficio MP C3500 (Based on 15,000 B/W; 1500 Color \$343.98/Qtr)	\$114.66
Total	\$404.48

Proposed Monthly Costs

Public Works - Canon imageRUNNER Advance C5035	\$186.08
Service–Public Works imageRUNNER Advance C5035 (Based on 15,000 B/W; 1500 Color/Qtr- \$214.50/Qtr)	\$ 71.50
Total	\$257.58

Total Monthly Savings – Public Works

\$ 146.90

Total Annual Savings – Public Works

\$1,762.80