

RESOLUTION 2018-117

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO RATIFYING THE LEASE AND FULL-SERVICE MAINTENANCE AGREEMENT WITH ECLIPSE OFFICE TECHNOLOGY TO LEASE NINE MULTI-FUNCTION COPIER/PRINTERS AT AN APPROXIMATE 5-YEAR TOTAL COST OF \$277,200

WHEREAS, *Replace Xerox Colorcube Multifunction Printers with Move to New City Hall* is an adopted policy item under the Infrastructure policy area of the FY 2018-21 City Council Priority Workplan, effective November 1, 2017;

WHEREAS, this is not a project as defined by CEQA;

WHEREAS, the City utilizes Xerox Colorcube Multifunction Printers as the backbone of its printing and copying needs for all network computers and office business, and the City's five-year lease of the printers expired in December 2015, such that the City has been leasing the printers on a monthly basis ever since;

WHEREAS, at over five years old, the printers had reached the end of their useful life and were slowly declining over time, experiencing significant downtime and requiring repeated servicing, and this was particularly true at the Police Department (PD);

WHEREAS, the City's initial plan was to replace all printers with the move to the new City Hall and leave the old ones behind, but staff determined there was no need to hold PD to this standard since PD was not moving into new City Hall; therefore, an exception was granted and Information Technology (IT) staff began an informal review of vendors and their copier/printer products in February 2018;

WHEREAS, eight vendors with enterprise-grade units were invited to participate in a one-week test run and seven responded positively by bringing their printer to the Police Department for testing (i.e. Xerox, Lexmark, Sharp, Konica, HP/Samsung, Canon, and Ricoh. Kyocera responded months later that they would like to participate, but by that time, testing was already complete);

WHEREAS, PD staff tested the seven available units, and HP/Samsung and Sharp ranked highest; therefore, a second phase of testing was then added to allow these two units to compete against each other;

WHEREAS, the HP/Samsung model was deemed the best for the Police Department's needs and also happened to be the second-least expensive of the seven units tested. Therefore, HP/Samsung was selected as best value to be the replacement printer and a lease agreement was executed in June 2018 for two units in the PD building from Eclipse Office Technologies under the City Manager's spending authority;

WHEREAS, all remaining Xerox Colorcube copiers began experiencing a significant downturn in reliability, with calls for service happening on at least a weekly basis, until the problem became so critical that it was affecting City operations and jeopardizing staff's ability to produce documents such as printed agendas for City Council meetings;

WHEREAS, the problem became so acute that in early August, the decision was made that the City could not wait any longer for new copier/printers, and indeed could not even wait for formal Council approval in September. Therefore, when an opportunity arose with Eclipse Office Technologies to place an early order to lease nine additional HP/Samsung copier/printers, staff executed the order;

WHEREAS, pursuant to Purchasing System / Exceptions to Bid Policy (section 3.16.110.F. of the San Pablo Municipal Code), the normal Request for Proposal (RFP) process is waived in the case of leased equipment (*F. Leases and Lease Purchases. The city may contract to lease or lease-purchase materials, vehicles and equipment without calling for bids*). Nonetheless, the City did complete an extensive evaluation and testing process prior to making its decision on which copier/printer to purchase and considered price in that evaluation process;

WHEREAS, total estimated five-year cost for nine copier/printers is \$277,200 (\$55,440 annually), comprised of a lease expense of \$195,600 and an estimated copy expense of \$81,600. When combined with the cost of the initial two copier/printers already installed in PD, the total value of the contract increases to \$320,280; and

WHEREAS, the contract amount is already budgeted and available in the Administrative Services / Multi-departmental Budget (100-1430-43520), such that no additional appropriations are needed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo ratifies the five-year lease and full-service maintenance agreement previously executed with Eclipse Office Technology for nine HP/Samsung MX7600 copier/printers at an approximate five-year cost of \$277,200.

ADOPTED this 4th day of September, 2018, by the following vote:

AYES:	COUNCILMEMBERS:	Valdez, Kinney and Morris
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	Cruz and Calloway
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:

APPROVED:

/s/ Elizabeth Pabon-Alvarado
Elizabeth Pabon-Alvarado, City Clerk

/s/ Paul V. Morris
Paul V. Morris, Vice Mayor