



	Approved	Denied
Date Action Taken:	12/14/10	
Other:	13	
Verified by:	<i>[Signature]</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 10-34

TITLE: RENEWAL OF CONTRACT TO VALLEY BUSINESS MACHINES IN THE AMOUNT OF \$125,550 FOR A FIVE YEAR CONTRACT FOR CITY-WIDE COPIER/PRINTER LEASE PROGRAM.

Agenda of: December 13, 2010

Date: December 1, 2010

Originator: Josie Judd, Purchasing/Contract Officer

Route to:	Department	Signature/Date
X	Chief of Police	<i>[Signature]</i>
X	Recreational and Cultural Services Manager	<i>[Signature]</i>
X	Director of Public Works	<i>[Signature]</i> 12/6/10
X	Finance Director	<i>[Signature]</i> 12/1/10
X	Deputy Administrator	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR VERNE E. RUPRIGHT:

[Signature]

FISCAL IMPACT: yes \$125,550.00 or no Funds Available yes no

Account name/number:

Account	Department	Monthly Cost	Annual Cost
001-4110-411.40-40	Clerks Office	205.00	2,460.00
001-4115-411.40-40	Council	205.00	2,460.00
001-4130-413.40-40	Mayor's Office	130.00	1,560.00
001-4136-414.40-40	Human Resources	80.00	960.00
001-4138-414.40-40	Planning	185.00	2,220.00
001-4150-415.40-40	Finance	290.00	3,480.00
001-4210-420.40-40	WPD Admin	297.00	3,564.00
001-4224-420.40-40	WPD Investigations	47.00	564.00
001-4240-420.40-40	WPD Dispatch	47.00	564.00
001-4310-431.40-40	PW Admin	204.50	2,454.00

Account	Department	Monthly Cost	Annual Cost
210-4550-455.40-40	Library	124.00	1,488.00
220-4270-427.40-40	Youth Court	135.00	1,620.00
340-4530-453.40-40	CMMSC	143.00	1,716.00
		2,092.50	25,110.00

Attachments: Valley Business Machines Master Cost Proposal for Copier/Scanner/Printer Multifunction Devices, Early Upgrade Option (6 p)

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on July 18, 2006, the City of Wasilla issued Request for Proposal 0627R-0-2007/WM for a City-wide Copier/Lease Program. This RFP was for new digital copiers and printers, and maintenance agreements for the equipment proposed. In accordance with the original contract the City of Wasilla is requesting to exercise the Early Upgrade Option. This clause allows us to upgrade the equipment in year four (4) of the original contract. As a result of exercising this option the term changes from five (5) years to nine (9). With the approval of this action the current contract term will change from November 1, 2010, to October 31, 2015. Currently our monthly cost for the city-wide equipment is \$24,845.96 per year. With the new contract the contractor will upgrade equipment to include additional features and will also add additional equipment. The proposed cost is \$25,110.00 per year. By adding the additional equipment and adding more features the City will be able to remove and surplus many of the stand alone HP printers scattered throughout the City. As a result of removing as many of the HP printers as possible the City could potentially see a savings of \$6K per year. The City will also see a savings on repair and maintenance costs by removing the aging equipment as well as savings of Management Information Service's time in troubleshooting problems. The City will surplus the equipment on our City of Wasilla auction. The City will put the proceeds earned from the auction into the general fund.

STAFF RECOMMENDATION: Approve the adoption of AM 10-34 to renew the City-wide Copier/Printer Lease Program for five (5) years in the amount of \$125,550.00 to Valley Business Machines. The City may terminate this Contract, and Valley Business Machines, waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.