



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Information Technology

To: City Council

From: City Manager & Staff

Council Meeting Date: May 18, 2020

Re: Copier Lease Agreements

Executive Summary

The City of Columbia formally bid the lease and maintenance of copier machines (RFP #4/2019 Copiers, Printers, and Related Devices.) After an extensive evaluation process and contract negotiations, the City is ready to enter into copier machines leases and maintenance agreements with GFI Digital, Inc.

Discussion

The City has approximately 50 multi-purpose machines that are over five years old. The lease terms on the machines have passed and the City is now paying month to month on these machines. The Purchasing Department issued a request for proposals and GFI's proposal was selected. After an extensive evaluation process and contract negotiations, the City and GFI have agreed to the terms and conditions set forth in the attached legal documents (Exhibit A.) Pricing and rate structure will vary by the machine selected but the pricing is set forth in GFI's proposal.

Under the new maintenance agreement, the rate structure will vary by the machine selected, but the pricing is set forth in GFI's proposal attached as Exhibit B.

In order to streamline the process of execution of the individual leases and maintenance agreements, this legislation will grant authority to the Purchasing Agent to sign the leases and maintenance agreements.

Fiscal Impact

Short-Term Impact: Monthly lease rates for each copier type is lower, by about 50% on average, than the current monthly costs. The cost per page has increased by \$0.0011, but now includes the cost of staples. Based on average monthly usage of the existing copiers, this increase is expected to cost around \$2,600 annually.

Long-Term Impact: The long term impact will depend on the adoption rate of the copiers and the amount of pages printed.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary



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Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Council authorizes the Purchasing Agent to enter into leases and maintenance agreements substantially in compliance with the forms attached.