



CITY COUNCIL STAFF REPORT

MEETING DATE: March 27, 2023

ITEM TITLE: Adopt a Resolution Authorizing the City Manager to Amend the Agreement with Pacific Office Automation for Printing Services and Authorize the City Manager to Amend the Agreement to Add, Replace, and Modify Printers, Devices and Maintenance Services as Needed.

RECOMMENDATION:

Staff recommends that the City Council adopt a resolution authorizing the City Manager to amend the agreement with Pacific Office Automation (POA) for printing services and authorize the City Manager to amend the agreement to add, replace, and modify printers, devices and maintenance services as needed.

FISCAL IMPLICATIONS:

There is no fiscal impact associated with this recommendation, nor is additional appropriation necessary. The cost to replace the printers is included in the IT Division's Technology Replacement Fund. The cost to acquire the multifunction printer (MFP) for the Community Development Department is \$7,747.44 and will be funded by the 2nd Floor Library Remodel Project #C2202. The cost to replace the Adult Community Center's (ACC) wide format printer is \$2,974.14 and will be funded by the Technology Replacement Fund. The MFP copy usage charges will be paid out of the Community Development Department's existing budget and maintenance charges will be paid from the existing Information Technology budget.

BACKGROUND:

In October 2018, the City Council approved Resolution 2018-101 for an agreement with Pacific Office Automation to purchase nine MFPs as part of the City's Technology Replacement Program. As of February 28, 2023, the total cost to purchase and operate the nine MFPs is \$88,461.52. This includes the rate of \$0.041 per color printed page and \$.00515 per black & white printed page. Cost per page rates may increase annually.

The existing maintenance agreement with Pacific Office Automation for maintenance, toner, support, PaperCut reporting software, and cost per page printing will expire on November 28, 2023.

ANALYSIS:

Printing demands have increased in 2018 due to increases in staff at City Hall and City staff at the Library. Upon the completion of the 2nd Floor Library Remodel Project designed to house Community Development staff, one of the MFPs was relocated to the library thereby creating a need to purchase an additional MFP to support the Community Development Department.

The existing MFPs have at least two years (if not longer) of useful life, so it is recommended that the Council extend the maintenance contract until it is time to replace all of the equipment.

The Adult Community Center's existing plotter was purchased over eight years ago and has reached the end of its useful life.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a resolution authorizing the City Manager to amend the agreement with Pacific Office Automation (POA) for printing services and authorize the City Manager to amend the agreement to add, replace, and modify printers, devices and maintenance services as needed.
- or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Rebecca Mendenhall, Administrative Services Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. CDD Printer Quote Agreement
3. ACC Plotter Quote Agreement