

STAFF REPORT

City of Lancaster

CC 8
6/25/2024
JC

Date: June 25, 2024

To: Mayor Parris and City Council Members

From: George N. Harris II, Finance Director

Subject: Professional Services Agreement for Multifunctional Printers & Copiers.

Recommendation:

1. Award Agreement for Professional Services with Konica Minolta Business Solutions (KBMS) for an amount not-to-exceed \$155,000.00 annually for Multifunctional Printers and Copiers Lease and Support Services commencing in Fiscal Year 2024-25 for a three-year contract.
2. Authorize the City Manager or his designee to sign all documents.

G.C. Section 84308: No

Fiscal Impact:

\$123,735.96 annually for lease and support services and estimated per copy costs of \$31,264.04 annually for a total fiscal impact not-to-exceed \$155,000.00. Sufficient funds are included in the FY2024-25 budget in account 10117000.5730.

Background:

The City of Lancaster currently uses several different vendors for printer and copier lease and service. Most of the existing devices in place have been in use for many years and are due for replacement. To reduce costs and provide a more reliable and improved user experience, the City elected to publish a Request for Proposal (RFP) with the goal of contracting with a single vendor to service all the City's copiers, printers, and plotters as well as supplies.

The RFP received six proposals from vendors. After a thorough review, KBMS was selected as the winner. KBMS has been a trusted provider to the public sector for more than 20 years, and thousands of government clients rely on KBMS to deliver critical solutions for their increasingly complex needs.

Attachment:

Professional Services Agreement

