



City Council Memorandum

To: Mayor Mary Fasbender & City Council Members
From: Kelly Murtaugh, Assistant City Administrator
Date: October 4, 2021
Item: Approval of Copier Rental Agreement

Council Action Requested:

Council is requested to adopt the attached resolution to award an agreement for printer/copier rental.

Background Information:

The City is currently leasing seven (7) multi-function printers from Coordinated Business Systems. The lease expires on December 16, 2021. The IT Manager reached out to each department seeking feedback about the current and anticipated functionality for multi-function printers. All departments responded that the current functionality would serve well moving forward. Proposals were solicited with that in mind. Five proposals were received for this project from Marco, Metro Sales, Coordinated Business Systems, Toshiba Business Solutions, and Loffler.

All proposed multi-function printers meet the needs of the City. The key features of the proposals under review were cost and terms & conditions. After reviewing the proposals, the committee met with two vendors. These two vendors (Toshiba and Loffler) are part of the State of Minnesota Contract. As a member of the Cooperative Purchase Venture, the City may purchase goods, certain services and utilities from contracts established by the Office of State Procurement. There is no separate contract or lease document to sign and all terms and conditions are favorable to the city. The selection committee recommends Toshiba Business Solutions.

Below is a summary of the bid results.

<i>Bidder</i>	<i>Printer Brand</i>	<i>Estimated Annual Cost</i>
Marco	Sharp	\$16,134
Metro Sales	Ricoh	\$19,940
Coordinated Business Systems	Kyocera	\$20,004
Toshiba Business Solutions	Toshiba	\$14,052
Loffler	Canon	\$14,340

Financial Impact:

The proposal received is less than the average annual cost of \$21,600 paid to Coordinated Business Systems during our current contract.

Staff Recommendation:

Staff is recommending that the City Council move forward in adopting the attached resolution awarding the rental agreement to Toshiba Business Solutions for five (5) years.

**CITY OF HASTINGS
DAKOTA COUNTY, MINNESOTA**

RESOLUTION 10-01-21

**RESOLUTION AWARDING PRINTER RENTAL AGREEMENT
FOR THE CITY OF HASTINGS**

WHEREAS, Toshiba has proposed terms for rental of seven multi-function printers; and

WHEREAS, Toshiba multi-function printers fit the needs of the City of Hastings.

NOW, THEREFORE BE IT RESOLVED, that the City Administrator be authorized to sign a purchase order authorizing Toshiba to rent multi-function printers to the City of Hastings for the period of November 15, 2021, to November 15, 2026.

Adopted this 4th day of October 2021,

Mary Fasbender, Mayor

Attest:

Kelly Murtaugh, City Clerk