

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER
SUBJECT: APPROVAL EIGHTH AMENDMENT TO GENERAL SERVICES
AGREEMENT NUMBER F001852 SMILE BUSINESS PRODUCTS,
INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Eighth Amendment to General Services Agreement Number F001852 (GSA F001852) with Smile Business Products, Inc., Sacramento, California, for Citywide copier lease, maintenance, and repairs, including a) the return of a C1768 b/w copier for the City's Police Department and exchange with a color copier MX-5070V series, with no increase in compensation; and b) extension of the term for one year with an increase in compensation in the amount of \$200,000, with a 10% decrease in contract pricing for a total amount not to exceed \$1,433,173.80.

EXECUTIVE SUMMARY

This citywide contract provides copier lease, maintenance, and repair services and includes all consumables, except for paper.

BACKGROUND

On January 15, 2019, the City Council approved, by resolution, Citywide use of the National Joint Powers Authority (NJPA) Cooperative Agreement No. 083116-SEC with Sharp Electronics Corporation supported by the Northern California distributor Smile Business Products, Inc., Sacramento, California under Agreement F001852, for a 5-year contract with 5 options to extend, in the amount not to exceed \$1,170,000.

On June 12, 2019, the Purchasing Agent approved the First Amendment of GSA F001852 to add additional copier units and increase compensation, in the amount of \$35,173.80.

On December 12, 2021, the Purchasing Agent approved the Second Amendment of GSA F001852 to add an additional copier unit and increase compensation, in the amount of \$12,000.

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On January 30, 2023, the City Manager approved the Third Amendment of GSA F001852 to add an additional copier unit and increase compensation, in the amount of \$6,000.

On May 31, 2023, the City Manager approved the Fourth Amendment of GSA F001852 to add an additional copier unit and increase compensation, in the amount of \$6,000.

On September 11, 2023, the City Manager approved the Fifth Amendment of GSA F001852 to add an additional copier unit and increase compensation, in the amount of \$4,000.

On March 20, 2024, the City Manager approved the Sixth Amendment of GSA F001852 to extend the term of the contract with no price increase and return two copiers with no increase to compensation.

On June 19, 2024, the City Manager approved the Seventh Amendment of GSA F001852 to exchanging a b/w copier with a color copier with no increase in compensation.

This citywide contract provides copier lease, maintenance, and repair services and includes all consumables, except for paper. The vendor continues to provide satisfactory services.

PRIOR CITY COUNCIL REVIEW

On January 15, 2019, the City Council, by motion, approved Citywide use of the National Joint Powers Authority (NJPA) Cooperative Agreement No. 083116-SEC with Sharp Electronics Corporation supported by the Northern California distributor Smile Business Products, Inc., under Agreement F001852, in the amount not to exceed \$1,170,000.

ANALYSIS

The Police Department submitted a request to return their b/w copier in exchange for a color copier. Smile Business Products, Inc. is accommodating the request with no increase in compensation.

GSA F001852 expires on January 15, 2025. Smile has submitted a one-year extension proposal with a 10% decrease in contract pricing, which is estimated to save the City approximately \$20,000 per year.

Under the City's Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2024-25 adopted budget within various Departments, and as a regular expenditure, are to be included in subsequent

years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

This amendment is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) in that there is no possibility that this amendment may have a significant effect on the environment and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A (Eighth Amendment to GSA F001852)

PRESENTER

Jennifer Myles, Acting Purchasing Agent