



APPROVAL OF GENERAL SERVICES AGREEMENT FOR CITYWIDE COPIER LEASE, MAINTENANCE AND REPAIRS

City Council Meeting
January 15, 2019

Chuck McBride
Chief Financial Officer
Finance Department

CURRENT

- The City has a current citywide copier lease, maintenance and repair service agreement for all departments.
- The current agreement expires on February 1, 2019.

PROPOSED

- The City requests approval to utilize Cooperative Agreement 083116-SEC between NJPA Sourcewell and Sharp Electronics Corporation for copier lease, maintenance and repairs.
- The City of Santa Rosa is a member of NJPA, member ID 779480, and is authorized to utilize NJPA Sourcewell Cooperative Agreements.

PROPOSED (Continued)

- The NJPA Sourcewell Cooperative Agreement has been reviewed by the City Attorney.
- The Finance Department requests approval to utilize the NJPA Sourcewell Agreement and issuance of General Service Agreement F001852 with the Northern California distributor, Smile Business Products, Inc., Sacramento, CA.

BENEFIT

- Santa Rosa City Code Section 3-08.160 allows for cooperative purchases when advantageous to the City.
- Utilizing a cooperative purchase agreement is an expedited procurement process, volume purchasing discounts, on-duty professional staff assistance, research of technical specifications, and contract management by the lead Agency (NJPA Sourcewell).

BENEFIT (Continued)

- The use of this cooperative agreement results in an 5.4% savings compared to the current agreement.
- Using any other product other than Sharp would require a significant amount of staff time testing new fax server interfaces, print server configurations, and would result in various incompatibility issues, leaving departments without use of copiers for an undetermined amount of time.

RECOMMENDATION

- It is recommended by the Finance Department, that the Council, by resolution, approve General Services Agreement F001852 for a five-year period with five (5) one year renewal options, for Citywide copier lease, maintenance, and repairs with Smile Business Products, Inc., Sacramento, California through the National Joint Powers Alliance (NJPA) Cooperative Agreement 083116-SEC and Sharp Electronics Corporation, in the total amount not to exceed \$1,170,000.

QUESTIONS?