



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of Photocopier for the Municipal Service Center (\$10,700)

MEETING DATE: January 21, 1998

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution to purchase the above equipment for the Municipal Service Center of the Public Works Department from Business Office Systems, of Stockton, in the amount of \$9,540.19 and appropriate funds in accordance with the recommendation shown below.

BACKGROUND INFORMATION: This project provides for the purchase of a photocopier for the Municipal Service Center (MSC). The MSC's current three-year-old Minolta EP2050 copier was purchased in October, 1994 and is still in good working order despite its heavy use. The MSC's copier averages from 10,000 to 11,000 copies monthly, exceeding projected expectations, and every replaceable part on it has been replaced.

Historically, past MSC units have been retired to the less-strenuous demand of the White Slough Water Pollution Control Facility (WSWPCF) to prolong their useful life. The WSWPCF's current nine-year-old Sharp 8100 copier is at the end of its useful life. Copies generated by this WSWPCF copier are progressively decreasing in quality and the need for servicing has inevitably increased. This unit is no longer eligible for an annual maintenance contract due to its age. Future servicing will be at a \$95-per-hour labor rate with parts additional. Its ongoing deterioration, lack of replacement parts, and prohibitive maintenance costs no longer make the unit cost-effective.

The purchase of a new copier for the MSC will enable staff to better meet increasing photocopying needs and allow for the relocation of the Minolta EP2050 copier to the WSWPCF to replace their obsolete unit and meet their less-demanding photocopying needs. The total appropriation includes the first-year maintenance agreement of \$1,150.00.

Specifications for this equipment were approved on December 17, 1997. The City received the following five bids:

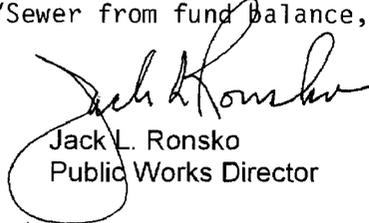
Bidder	Location	Bid
Superintendent's Estimate		\$13,000.00
Business Office Systems	Stockton	\$ 9,540.19
Lucas Business Systems	Stockton	\$ 9,794.48
IKON Office Solutions	Stockton	\$11,200.61
Xerox Corporation	Sacramento	\$18,339.80
Frank's Business Machines	Lodi	\$20,134.13

APPROVED: _____

H. Dixon Flynn -- City Manager

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FUNDING: Requested Appropriation: Water, Sewer, Street Administration Funds* \$10,700.00
Project Estimate: \$10,700.00
Bid Opening Date: January 8, 1998
*One-third each; Water/Sewer from fund balance, Street from current budget.



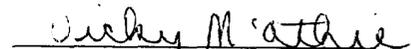
Jack L. Ronsko
Public Works Director

Prepared by George M. Bradley, Street Superintendent

JLR/GMB/dsg

Attachment

cc: City Attorney
Purchasing Officer
Street Superintendent
Water/Wastewater Superintendent
Assistant Wastewater Treatment Superintendent



Vicky McAthie
Finance Director

RESOLUTION NO. 98-09

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE BID FOR THE PURCHASE OF
PHOTOCOPIER FOR THE MUNICIPAL SERVICE
CENTER, AND APPROPRIATING FUNDS TO COVER
THIS PURCHASE

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WHEREAS, in answer to notice duly published in accordance with law and the order of this City Council sealed bids were received and publicly opened on January 8, 1998 at 2:00 p.m. for the purchase of a replacement photocopier for the Municipal Service Center, described in the specifications, therefore approved by the City Council on December 17, 1997; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as follows:

<u>Bidder</u>	<u>Location</u>	<u>Bid</u>
<u>Superintendent's Estimate</u>		<u>\$13,000.00</u>
Business Office Systems	Stockton	\$ 9,540.19
Lucas Business Systems	Stockton	\$ 9,794.48
IKON Office Solutions	Stockton	\$11,200.61
Xerox Corporation	Sacramento	\$18,339.80
Frank's Business Machines	Lodi	\$20,134.13

WHEREAS, the City Manager recommends award of the bid for the purchase of a replacement photocopier for the Municipal Service Center to the lowest bidder, Business Office Systems of Stockton, CA; and

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that the award of the bid for the purchase of a replacement photocopier for the Municipal Service Center, be and the same is hereby awarded to Business Office Systems of Stockton, CA, the lowest bidder, in the amount of \$9,540.19, plus the additional cost of \$1,150.00 to cover the first-year maintenance agreement; and

BE IT FURTHER RESOLVED, that \$10,700.00 be appropriated from the Water, Sewer, Street Administration Funds to cover this purchase.

Dated: January 21, 1998

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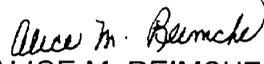
I hereby certify that Resolution No. 98-09 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 21, 1998, by the following vote:

AYES: COUNCIL MEMBERS - Land, Mann, Pennino, Warner and
Sieglock (Mayor)

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None


ALICE M. REIMCHE
City Clerk