



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Lease/Purchase of Engineering Copier System (EUD 91-8)

MEETING DATE: NOVEMBER 20, 1991

PREPARED BY: Electric Utility Director

RECOMMENDED ACTION: That the City Council approve the specifications and authorize advertisement for bids for the lease/purchase of an engineering copier system.

BACKGROUND INFORMATION: The engineering copier will be used in the Department's Mapping Division to produce durable and fade-resistant copies of computer generated system maps, diagrams and schematics for use by all Divisions in both field and office environments. The Department's transition to computer generated records has created the demand for a large volume of reproductions during the transition period and on an ongoing basis for update and maintenance functions. An analysis of the various options available and considering manpower, turnaround time and availability during emergencies strongly favors the 'in-house' capability as the most cost effective.

The lease/purchase option has been selected due to indications that very low or zero interest payment plans may be offered on a 3-year lease program. However, the bidders have been asked to submit a purchase price as well (estimated at \$10,500) such that the City can evaluate the most economical option at time of award,

The bid opening date has been set for December 4, 1991.

FUNDING: Available within the Department's 1991-92 fiscal year budget.

Henry J. Rice  
Electric Utility Director

Prepared by: Hans Hansen, Assist. Electric Utility Director

cc: Purchasing Officer

APPROVED: \_\_\_\_\_

THOMAS A. PETERSON  
City Manager

