

COUNCIL COMMUNICATION

TO: THE C.I.N COUNCIL	COUNCIL MEETING DATE	NO.
FROM: THE CITY MANAGER'S OFFICE	NOVEMBER 15, 1989	
SUBJECT: PURCHASE OF COPY MACHINES FOR FIRE DEPARTMENT AND PARKS & RECREATION DEPARTMENT		

RECOMMENDED ACTION: That the City Council award the bid for the purchase of two copy machines, one for the Fire Department and one for the Parks and Recreation Department, to the low bidder, Business Office Systems of Stockton, bidding Minolta EP-4300 machines. The total bid for the two copiers is \$13,423.84.

It is also recommended that the City Council approve the purchase of a large-capacity (2,000-sheet) paper tray option for the Parks and Recreation Department copier at an incremental cost of \$60.9.50. Total cost of the purchase would then be \$14,033.34.

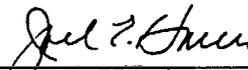
BACKGROUND INFORMATION: On October 18, 1989, the City Council approved specifications and authorized advertisement for bids. Bids were opened on November 1.

Bid prices and evaluation results are shown on the attached sheet.

Bid evaluations included comparisons of purchase price as well as estimated five-year supplies and maintenance contract costs. Supplies and maintenance costs were based on estimated annual volumes of 90,000 and 175,000 copies, respectively, for the Fire and Parks Departments.

Most copiers in the specified capability range come equipped with 250-sheet main paper trays. With the estimated monthly volume for the Parks and Recreation Department in the 14,000 to 15,000 copy range, it is recommended that the large capacity tray be added to reduce the number of paper reloads per month from 58 to 8.

A total of \$15,000 (\$7,500 each machine) has been budgeted for this purchase in the 12-Equipment Fund.

  
 \_\_\_\_\_  
 Joel E. Harris  
 Purchasing Officer

cc: Fire Chief  
 Director, Parks and Recreation

COPIER BID EVALUATIONS

BIDDER:	Business Office Syst., Stockton	Pitney Bowes Sacramento	Calif. Copy Stockton	Lucas Bus. Syst., Stkn
	-----	-----	-----	-----
EQUIPMENT:	Minolta EP-4300	P.B. D-230	Ricoh 5520	Konica 3290
	-----	-----	-----	-----
Unit				
Bid Price:	\$6,711.92	\$6,789.30	\$7,499.50	\$7,585.15
Total Price				
Both Units:	\$13,423.84	\$13,578.60	\$14,999.00	\$15,170.30

ESTIMATED 5-YEAR TOTAL COST (PURCHASE PRICE + SUPPLIES + MAINTENANCE)

<u>Fire Dept.:</u>				
Supplies:	1,701.09	1,913.50	2,880.60	1,969.50
Maintenance:	5,132.00	6,122.00	5,672.00	5,687.00
Total*:	\$13,545.01	\$14,824.80	\$16,052.10	\$15,241.65
 <u>Parks Dept:</u>				
Supplies:	3,050.17	3,152.80	4,878.17	3,754.50
Maintenance:	9,073.00	11,905.00	11,025.00	13,557.00
Total*:	\$18,835.09	\$21,847.10	\$23,402.67	\$24,896.65

\*Total includes purchase price, supplies, and maintenance

RESOLUTION NO. 89-166

A RESOLUTION OF THE LODI CITY COUNCIL  
AWARDING THE BID FOR PURCHASE OF TWO PHOTOCOPY MACHINES AND PAPER TRAY  
FOR THE FIRE DEPARTMENT AND PARKS AND RECREATION DEPARTMENT

=====

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 November 1, 1989 at 11:00 a.m. for the bid for the purchase of two photocopiers, one each for the Fire Department and Parks and Recreation Department, described in the specifications therefor approved by the City Council on October 18, 1989; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as shown on Exhibit A attached hereto; and

WHEREAS, the City Manager recommends that award of the bid for the purchase of two photocopier machines, be made to the low bidder, Business Office Systems of Stockton for Minolta EP-4300 machines;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lodi that the award of bid for two photocopiers be and the same is hereby awarded to Business Office Systems of Stockton for Minolta EP-4300 machine, the low bidder, in the amount of \$13,423.84; and

BE IT FURTHER RESOLVED, that the City Council authorizes the purchase from Business Office Systems of Stockton, of a large-capacity paper tray option for the Parks and Recreation Department photocopier at an incremental cost of \$609.50, for a total purchase price of \$14,033.34.

=====

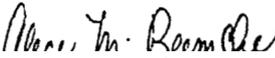
Dated: November 15, 1989

I hereby certify that Resolution No. 89-166 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 15, 1989 by the following vote:

Ayes: Council Members - Hinchman, Olson, Pinkerton, **Reid** and Snider (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk