# CITY OF WEST DES MOINES
# CITY COUNCIL MEETING COMMUNICATION

**ITEM:** Motion – Approving Multi-Function Copier Lease Agreement and Maintenance & Service Agreement with Infomax

**DATE:** October 17, 2022

**FINANCIAL IMPACT:** The current 60-month Master Lease Agreement with Laser Resources will expire January 1, 2023. Under the current arrangement, the City is paying a base lease rate of $37,380.00 per year plus copier use fees on a per-copy basis which totaled $41,082.68 in the previous fiscal year. The proposed new agreements will encompass (1) replacement of all multi-function copiers throughout the City and (2) maintenance and support services. Funds for the basic lease payments are budgeted by department in XXX.XXX.XXX.5250.413 and use fee expense is budgeted by department in XXX.XX.XXX.5230.502.

The estimated lease cost in the new agreement includes replacement of all leased units as well as replacement of some older owned units. The total cost in the successful proposer is approximately $236,000 which will be financed over 60 months as has been done with previous agreements. The agreement also calls for a one-time fee of approximately $50,000 for startup software, maintenance, training, and installation and a rebate payment of $10,000 to the city which would be used to pay off remaining balances of existing leases.

**BACKGROUND:** In the calendar year ending December 31, 2021, there were 1,100,491 pages printed, 207,035 pages copied, and 248,450 pages scanned using city devices. Staff issued a Request for Proposals in April 2022 for new multi-function copiers, related maintenance, and support services. The Request for Proposals indicated the City's desire to replace the expiring leased devices as well as replace some owned devices which are up to 10 years old.

There were five respondents, all of whom were invited to provide presentations and demonstrations to members of a staff review team. Following the demonstrations, the proposers were asked to prepare "Best and Final" offers which were also analyzed by the review team to determine the expected capital cost and service cost.

Infomax was ultimately chosen as the successful proposer. The review team concluded that, in addition to offering high-quality products and services, Infomax had the lowest operating cost per page at $0.0037 for black and white copies and $0.027 for color copies.

The proposed agreement with Infomax includes new copiers, hardware support and toner. This will also include the continuation of enterprise fax capabilities, document management integration for direct document scanning into the City's enterprise document management system, enterprise print and copier management, and ID badge integration for secure "follow me" printing.

**OUTSTANDING ISSUES** (if any): none

**RECOMMENDATION:** Approve a motion to designate Infomax as the City's provider for the provision of Copiers and associated service and maintenance, for a period of five years in accordance with terms and conditions defined by documents associated with the City's RFP process. Also, Council is being asked to approve a motion authorizing the Information Technology Director and/or Finance Director to enter into agreements as needed to memorialize the specific types and scopes of services and related costs as may be proposed by Infomax during the period covered by the RFP, including possibly a Master Lease Agreement with either Infomax or a financial services company which specializes in such agreements.

**Lead Staff Member:** Daniel Peters, IT Operations Manager

**STAFF REVIEWS**

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|---|---|
| Department Director | Joe Menke |
| Appropriations/Finance | Tim Stiles |
| Legal | |
| Agenda Acceptance | |

**PUBLICATION(S)** (if applicable)

| | |
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| Published In | |
| Dates(s) Published | |

**SUBCOMMITTEE REVIEW** (if applicable)

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|---|---|---|---|
| Committee | | | |
| Date Reviewed | | | |
| Recommendation | Yes | No | |