

Town of Moraga	AGENDA ITEM
CONSENT	3



Meeting Date: February 24, 2010

TOWN OF MORAGA **STAFF REPORT**

To: Honorable Mayor and Council Members

From: Kelly Clancy, Assistant to the Planning Director

Subject: Adopt Resolution __-2010 Authorizing the Town Manager to Execute a Contract with Caltronics Business Systems for 48 month lease on a Multi-Function Copier for the Planning and Town Manager’s Departments.

Request

Authorize the Town Manager to execute a contract with Caltronics Business Systems for a 48 month lease on a Multi-Function Copier for the Planning and Town Manager’s Departments.

Background

On January 4, 2010 Town staff used the CMAS list to solicit proposals for a new Multi-Function Copy machine because the five year lease we have expires March 15, 2010.

Of the six proposals that were received Caltronics Business Systems exceeded our minimum requirements (attachment A) and had one of the lowest prices. The new machine has a shorter paper path which will prevent many of the jams that we currently deal with. It is also faster in printing, copying and scanning which will save staff significant time compiling various packets and documents. The copier also comes with software that will allow staff to build large copy jobs on their desktop and print one complete packet instead of piecemealing items together.

The new machine will be ordered, delivered, set up, installed and staff will be fully trained within seven to ten business days of a signed contract.

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1 **Discussion**

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3 In order to procure the new Multi-Function Copier, Town Council must authorize
4 the Town Manager to execute a contract with Caltronics Business Systems.
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6 **Fiscal Impact**

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8 As provided in the proposal (attachment B), the monthly cost for the machine is
9 \$342.81 for 48 months; we currently pay \$694 per month for a 60 month lease.
10 The monthly service charge for all copies, black/white and color are pay per use
11 on the new machine. Currently we average about 18,000 black and white copies
12 per month at \$.03 and about 2,500 in color at \$.10. The new machine costs
13 \$.0075 for black/white copies and \$.06 for color copies. Not only will the Town
14 save money per copy, but staff time will also be saved due to the higher speeds
15 of the new machine.
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17 **Alternative(s)**

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19 1) Adopt Resolution __-2010 Authorizing the Town Manager to execute a
20 contract with Caltronics Business Systems for a 48 month lease on a Multi-
21 Function Copier for the Planning and Town Manager's Departments.
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23 2) Not adopt the resolution, and provide further direction to staff.
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25 **Recommendation(s)**

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27 Authorize the Town Manager to execute a contract with Caltronics Business
28 Systems for a Multi-Function Copier for the Planning and Town Manager's
29 Departments.
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31 **Report reviewed by: Town Manager**

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33 **Attachments:**

- 34 **A. Minimum Requirements List**
35 **B. Proposal from Caltronics Business Systems**
36 **C. Resolution __-2010**