



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** October 18, 2016

**TO:** Carolyn Lehr, City Manager

**FROM:** Michael Parenti, Information Technology Manager

**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into An Agreement With KBA Docusys For The Lease Of Twelve Kyocera Multi-Function Printing Devices, Including All Service And Support For A Period Of Thirty-Six Months In The Amount Of Five Thousand, Five Hundred And One Dollars And Eighty Cents (\$5,501.80) Per Month Or One Hundred Ninety-Eight Thousand, Sixty-Four Dollars And Eighty Cents (\$198,064.80) Over The Course Of The Lease; And To Sign All Relevant And Necessary Documents Pertaining To The Execution Of The Lease.**

### RECOMMENDATION

Staff recommends that the City Council of the City of Emeryville approve the attached resolution authorizing the City Manager to enter into a thirty-six-month agreement and execute all necessary agreements with KBA Docusys for the lease and service of twelve multi-function printing devices (MFPs) in the amount of \$5,501.80 per month. The lease agreement includes all service on the machines, all toner, 76,000 black and white prints, and 32,000 color prints. Additional black and white prints are billed at \$0.0095 per page and additional color prints are billed based on percentage of color used on the page (\$0.01 / \$0.04 / \$0.07) per page.

### DISCUSSION

The City's original thirty-six-month lease agreement for ten MFPs was signed in March of 2013 and refinanced in April of 2014 in order to allow for the addition of two devices. The refinance added twelve months to the lease setting the new termination date of the lease to April 1, 2017. This increased the length of service for the more heavily used MFPs from three years to four years, resulting in an increased amount of service calls and downtime for the machines as they approach end of life. After discussions with KBA Docusys, a proposal was agreed upon that would allow the City to exit the existing lease early, receive new equipment on the preferred thirty-six-month term, lower the existing monthly payment by \$203.20, and continue the service and support contract with KBA Docusys, who has performed exceptionally well over the course of the existing lease.

**FISCAL IMPACT**

The new agreement will lower costs by \$203.20 per month. The funds are included in the Operating Budget.

**PREPARED BY:** Michael Parenti, Information Technology Manager

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



---

Carolyn Lehr, City Manager

Attachments:

1. Resolution
2. Agreement