



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: July 23, 2019

TO: Christine Daniel, City Manager

FROM: Michael Parenti, Information Technology Director

SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into An Agreement With KBA Docusys To Extend The Lease Of Twelve Kyocera Multi-Function Printing Devices, Including All Service And Support For An Additional Twenty Four Months In The Amount \$6,281 Per Month Or \$150,744 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 approve the attached resolution.

BACKGROUND

On October 18, 2016, the City Council approved a resolution authorizing the City Manager to enter into an agreement with KBA Docusys for a thirty-six-month lease of twelve multi-function printing devices (MFPs) at a cost of \$5,501.80 per month. The price contained all consumables for each device as well as a defined number of copies. Copies over 32,000 color or 76,000 black and white are currently billed quarterly. KBA Docusys also maintains an additional nine smaller, City-owned devices under the same contract, covering all repairs and consumables. The City is currently averaging \$780 per month in overage charges.

KBA Docusys has been a responsive, well-performing vendor and the leased MFPs have performed up to standards. The current lease term expires in November of 2019, at which time the City has the option to return the equipment and enter into a new lease. However, since the existing machines are performing well and are not at end of life based on page count, staff recommends extending the life of the machines, while adding new functionality.

DISCUSSION

Staff proposes the City enter into a new, twenty-four month lease agreement with KBA Docusys that will:

- Supersede the existing lease, meaning the City would not make the existing payments for August – November 2019
- Include the additional copies in the fixed bill to reduce or eliminate the quarterly true-up.
- Add additional functionality with software to simplify management and printing

- Add additional security features to prevent unauthorized print jobs, lost print jobs and provide additional accountability.

The new lease term for twenty-four months at a cost of \$6,281 per month would extend the life of the existing equipment and provide for the use of KBA Docusys's Docuflow Plus software application. The software application simplifies management of the copier fleet by allowing Information Technology Staff to install only one printer driver across all devices for the entire fleet. End users would then print to that driver, without having to choose a target device. Upon physically standing in front of any print device in the City, the user could enter a passcode or present their Identification Card to the device and their print job would process on demand. This process is anticipated to save time and reduce waste from abandoned print jobs.

FISCAL IMPACT

The new agreement will extend the existing terms and cost for twenty-four months from the date of execution. The funds are included in the Operating Budget.

STAFF COMMUNICATION WITH THE PUBLIC

Staff has not had any communication with the public concerning this matter.

PREPARED BY: Michael Parenti, Information Technology Director

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



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Lease Agreement