



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: September 5, 2023

TO: Paul Buddenhagen, 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 A Lease Agreement With Shamrock Office Solutions For The Lease Of Twenty-Two Multi-Function Printing Devices, Including All Service And Support For Sixty Months, In The Amount Of Three Thousand Seven Hundred Sixty-Five Dollars (\$3,765.00) Per Month Or Two Hundred Twenty-Five Thousand Nine Hundred Dollars (\$225,900.00) Over The Term Of The Lease; And To Sign All Relevant And Necessary Documents Pertaining To Execution Of The Lease

RECOMMENDATION

Staff recommends the City Council adopt the above-titled Resolution authorizing the City Manager to enter a lease agreement with Shamrock Office Solutions.

BACKGROUND

In October 2016, the City Council approved a resolution authorizing the City Manager to enter into an agreement with KBA Docusys to lease multi-function printing devices. The original three-year lease was extended in 2019 and again in 2022, thus the existing fleet has been in place for nearly seven years. The latest lease extension has ended, and the City is on a month-to-month agreement.

DISCUSSION

Staff has determined the existing equipment is at end of life and has become more prone to failures and slowness, causing downtime and lost productivity for staff.

A review was done of the current copying and printing volume to ensure the new equipment would be appropriate for the City's use. This review resulted in the elimination of one large copier and size adjustments to several others.

Proposals were reviewed and it was determined that Shamrock Office Solutions presented the best value and fit for the City's needs. Shamrock will provide the City with the necessary equipment, including consumables, as well as technical support for the devices. The proposal also includes software designed for secure printing and volume monitoring to decrease waste due to unclaimed or unnecessary print jobs.

FISCAL IMPACT

The proposed lease will reduce the City's monthly cost by a minimum of \$783, with an expected reduction of \$1,447 (based on usage). The funding for the lease is in the City's Operating Budget as follows:

Account	Monthly	Five Year Total
1900-85000	\$ 2,483.19	\$ 148,991.40
5450-85000	\$ 171.73	\$ 10,303.75
5460-85000	\$ 171.73	\$ 10,303.75
4060-85000	\$ 184.77	\$ 11,086.32
5200-85000	\$ 171.73	\$ 10,303.75
2100-85000	\$ 581.85	\$ 34,911.03

Total: \$ 3,765.00 \$ 225,900.00

STAFF COMMUNICATION WITH THE PUBLIC

There has been no staff communication with the public.

CONFLICT OF INTEREST

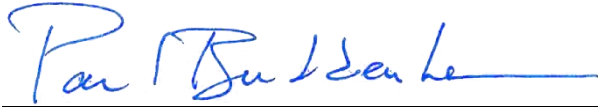
None identified.

CONCLUSION

Staff recommends the City Council adopt the above-titled Resolution authorizing the City Manager to enter into the attached agreement for the lease, service, and support of twenty-two printing devices.

PREPARED BY: Michael Parenti, Information Technology Director

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



Paul Buddenhagen, City Manager

ATTACHMENTS

- Draft Resolution
- Attachment A – Lease Agreement