



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 7, 2022

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 Twelve Months In The Amount \$4,548.00 Per Month Or \$54,576 Over The Course Of The Lease; And To Sign All Necessary Documents Pertaining To The Execution Of The Lease**

RECOMMENDATION

Staff recommends that the City Council approves the above-entitled resolution.

BACKGROUND

On July 23, 2019, the City Council approved a resolution authorizing the City Manager to enter into an agreement with KBA Docusys to extend the previous multi-function printing device ("MFP") lease by an additional twenty-four months at a cost of \$6,281 per month which expired in July 2021.

KBA Docusys has been a responsive, well performing vendor and the leased MFPs have performed up to standards. Since the City was just beginning to re-staff offices in person after the COVID-19 shutdown, the City opted to let the annual lease convert to a month-to-month term to better evaluate the current condition of the machines and usage demand going forward.

DISCUSSION

At this time, staff proposes that the City enter into a new, twelve-month lease agreement with KBA Docusys in the amount of \$4,548 per month for the existing equipment that was lightly used for nearly 18 months during the COVID-19 shutdown.

The new lease will allow for more usage data to be collected as staff returns to the office and the machines' usage adjust to a new normal. After the twelve-month agreement, staff can properly specify requirements for the next generation of these devices. While this evaluation is ongoing, the monthly payment will be reduced by \$1,733.

LEGAL REVIEW

The City Attorney's Office has reviewed the terms and conditions of the KBA Docusys agreement and has approved as to form. If the Council approves the purchase, a City purchase order will be issued to KBA for these services.

FISCAL IMPACT

The new agreement will extend the existing terms for twelve months and reduce monthly costs by \$1,733. The funds are included in the proposed FY 2022-23 Operating Budget (Fund 101-various departments-85000).

STAFF COMMUNICATION WITH THE PUBLIC

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

CONFLICT OF INTEREST

None identified.

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
- Attachment A – KBA Lease Agreement