



# City of Grand Island

Tuesday, April 13, 2004

Council Session

## Item G22

**#2004-86 - Approving Revision to Copier Lease**

Staff Contact: David Springer

# **Council Agenda Memo**

**From:** David Springer, Finance Director  
**Meeting:** April 13, 2004  
**Subject:** Approving Revision to Copier Lease  
**Item #'s:** G-22  
**Presenter(s):** David Springer, Finance Director

## **Background**

On January 27, 2004, Council approved a lease with Imagistics International, Inc., of Grand Island for three copiers at a monthly rate of \$1,145.10. This lease replaced four old copiers, two city owned units and two that rented at \$1,250.00 per month for a cost savings of \$104.90 per month.

## **Discussion**

The copier in the Admin/Legal suite is currently inoperable and we are seeking replacement. The copier unit in the suite used by the Planning and Building Departments is frequently utilized to make copies on odd-shaped or special paper formats, necessitating the removal of the paper tray and then loading it with the special paper to be used. A By-Pass Sheet Feeder would make this process less time consuming and more efficient. A replacement machine and a sheet feeder upgrade could be added to our present monthly lease, bringing it to \$1,363.95. Compared to last year, we would be leasing four state-of-the-art machines instead of renting two old ones, for only \$113.95 more per month.

## **Alternatives**

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Approve the revision to increase the copier lease to \$1,363.95 per month.
2. Disapprove or deny the revision to the lease.
3. Modify the Resolution to meet the wishes of the Council
4. Table the issue

## **Recommendation**

City Administration recommends that the Council approve the request to increase the copier lease to \$1,363.95, in order to include a replacement machine and a By-Pass Sheet Feeder upgrade.

## **Sample Motion**

Approve the request to revise the copier lease with Imagistics International, Inc., to include an additional machine and a By-Pass Sheet Feeder upgrade for a new total lease rate of \$1,363.95 per month.

RESOLUTION 2004-86

WHEREAS, on January 27, 2004, by Resolution 2004-17, the City of Grand Island authorized and approved a 36-month lease with Imagistics International, Inc. of Grand Island, Nebraska for three copier/printer/scanners at a monthly rate of \$1,145.10 per month; and

WHEREAS, due to the specialized type of photocopying required by the Planning and Building Departments, it is suggested that a by-pass sheet feeder be added for this model to improve efficiency and to decrease employee time spent photocopying; and

WHEREAS, the photocopier for the Administration/Legal suite is no longer operable, and it is prudent to also include a new copier for this suite at this time as well; and

WHEREAS, it is recommended that the lease agreement with Imagistics International, Inc. be modified to include a by-pass sheet feeder on one of the copier/printer/scanners, and to include a new photocopier/printer/scanner for the Administration/Legal suite for an additional monthly rate of \$113.95.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the lease agreement with Imagistics International, Inc. of Grand Island, Nebraska, for three copier/printer/scanners for the Mail Room, the Finance/Human Resources suite, and the Building/Fire/Planning suite in City Hall is hereby amended to include a by-pass sheet feeder for the copier/printer/scanner located in the Building/Fire/Planning suite and for an additional copier/printer/scanner for the Administration/Legal suite at an additional cost of \$113.95 per month.

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Adopted by the City Council of the City of Grand Island, Nebraska, April 13, 2004.

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RaNae Edwards, City Clerk

Approved as to Form	☐ _____
April 9, 2004	☐ City Attorney