



# **City of Grand Island**

**Tuesday, October 12, 2004**

**Council Session**

## **Item G20**

**#2004-260 - Approving Bid Award for Color Copier (Public Works Department)**

**Staff Contact: Steven P. Riehle, P.E., Public Works Director**

# **Council Agenda Memo**

**From:** Steven P. Riehle, P.E., Director of Public Works

**Meeting:** October 12, 2004

**Subject:** Approving Bid Award Color Copier (Public Works Department)

**Item #'s:** G-20

**Presenter(s):** Steven P. Riehle, P.E., Director of Public Works

## **Background**

On September 19, 2004 the Information Technology Department advertised for bids for a Color Copier for the Public Works Department. Council approval of bids and subsequent contracts are required.

## **Discussion**

Four bids were received and opened on September 27, 2004. The Public Works Department, Information Technology Department, and the Purchasing Division of the City Attorney's Office reviewed the bids that were received. The bids were submitted in compliance with the bid request form; two bids were turned in with no exceptions and two bids were turned in with noted exceptions. A summary of the bids is shown below.

<b><i>Bidder</i></b>	<b><i>Model</i></b>	<b><i>Exceptions</i></b>	<b><i>Total bid *</i></b>
Imagistics Inc.	CM3120 (Konra)	None	\$490.35 per Month \$0.01 / copy B/W \$0.06/ copy color
Modern Methods	Cannon C3220	None	\$501.59 per Month \$0.0099 / copy B/W \$0.09 / copy color
Modern Methods	Cannon C3220	Does not include 3 paper trays	\$485.62 per Month \$0.0099 / copy B/W \$0.09 / copy color
OfficeNet	Savin 3828	Does not meet specs. regarding copies per minute and uses fuser oil.	\$219.00 per Month \$0.04 / copy B/W \$0.09 / copy color

\*Based on 1000 color prints per month and zero black and white prints. Modern Methods monthly bids had to be increased by \$90.00 for 1,000 color copies at \$0.09 each as required by the bid specifications. OfficeNet's monthly bid had to be increased by \$20.00 for three (3) paper trays as required by the bid specifications.

There are sufficient funds in Account No. 10033001-85241 for the machine.

Eakes Office Plus did not submit a lease bid as requested in the bid specifications and instead submitted a bid to purchase a machine that did not comply with the specifications. OfficeNet submitted a machine that did not meet the specifications. The Cannon machine bid by Modern Methods is a brand new model and has some features that the Imagistics model does not have. Since the Imagistics model met the bid specifications, their low bid must be honored in order to maintain the integrity of the bid process.

### **Alternatives**

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

1. Approve awarding the lease agreement for the color copier.
2. Disapprove or/Deny awarding the lease agreement.
3. Modify the terms to meet the wishes of the Council.
4. Table the issue, however, the contractor may withdraw their bid if there is not an agreement awarded within 45 days of bid opening.

### **Recommendation**

City Administration recommends that the Council approve awarding the lease agreement for the color copier to Imagistics Inc., of Grand Island, Nebraska.

### **Sample Motion**

Move to approve awarding the lease agreement to Imagistics Inc.

*Purchasing Division of Legal Department*  
**INTEROFFICE MEMORANDUM**



Dale M. Shotkoski, Assistant City Attorney

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Better Tomorrow, Today*

**BID OPENING**

**BID OPENING DATE:** September 27, 2004 at 11:00 a.m.  
**FOR:** Color Copier/Printer/Scanner  
**DEPARTMENT:** Information Technology  
**ESTIMATE:**  
**FUND/ACCOUNT:** 10033001-85241  
**PUBLICATION DATE:** September 19, 2004  
**NO. POTENTIAL BIDDERS:** 7

**SUMMARY**

<b>Bidder:</b>	<u>Imagistics</u> Grand Island, NE	<u>Office Net</u> Grand Island, NE
<b>Manufacturer:</b>	Imagistics	Savis
<b>Exceptions:</b>	None	Noted
<b>Bid Price:</b>	\$490.35 per mo.	\$199.00 per mo.
<b>Bidder:</b>	<u>Modern Methods</u> Grand Island, NE	<u>Modern Methods</u> Grand Island, NE
<b>Manufacturer:</b>	Cannon	Cannon
<b>Exceptions:</b>	None	None
<b>Bid Price:</b>	\$395.62 per mo.	\$411.59 per mo.
<b>Bidder:</b>	<u>Eakes Office Plus</u> Grand Island, NE	
<b>Manufacturer:</b>	Sharp	
<b>Exceptions:</b>	Noted	
<b>Bid Price:</b>	No price per month stated	

cc: David Springer, Finance Director  
Gary Greer, City Administrator  
Laura Berthelsen, Legal Assistant

Carl Hurd, IT Manager  
Dale Shotkoski, Purchasing Agent

R E S O L U T I O N    2004-260

WHEREAS, the City of Grand Island invited sealed bids for Color Copier/Printer/Scanner, according to specifications on file with the Information Technology Division of the Finance Department; and

WHEREAS, on September 27, 2004, bids were received, opened and reviewed; and

WHEREAS, Imagistics, Inc. of Grand Island, Nebraska, submitted a bid in accordance with the terms of the advertisement of bids and plans and specifications and all other statutory requirements contained therein, such bid being in the monthly lease amount of \$490.35 in accordance with the terms of a proposed lease agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the color copier/printer/scanner bid of Imagistics, Inc. of Grand Island, Nebraska, for a color copier/printer/scanner in the amount of \$490.35 per month is hereby approved as the lowest responsible bid.

BE IT FURTHER RESOLVED, that a lease agreement for such copier/printer/scanner be entered into; and the Mayor is hereby authorized and directed to execute such lease on behalf of the City of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, October 12, 2004.

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RaNae Edwards, City Clerk

Approved as to Form	☐ _____
October 7, 2004	☐ City Attorney