



City of Grand Island

Tuesday, March 08, 2011

Council Session

Item G12

**#2011-58 - Approving Agreement for City Hall Copier
Maintenance and Supplies with Capital Business Systems Inc.**

Staff Contact: Robyn Splattstoesser

Council Agenda Memo

From: Mary Lou Brown, Finance Director

Meeting: March 8, 2011

Subject: Approving Agreement for City Hall Copier Maintenance & Supplies with Capital Business Systems Inc./Modern Methods

Item #'s: G-12

Presenter(s): Mary Lou Brown, Finance Director

Background

On February 27, 2007, Council approved a 36 month Lease Agreement with Modern Methods for five copier/printer/scanners in City Hall for \$48,792.00 with a \$1 buyout at the end of the term. In addition, the City would pay a per copy/print cost which amounted to approximately \$10,000 per year.

On March 9, 2010, the City Council opted to retain the existing copiers and purchased a one year Maintenance Agreement with a per copy/print cost amounting to \$7,668.80 which represents billings for 10 months.

Discussion

The Maintenance Agreement for the copier/printer/scanner now needs to be extended for an additional twelve months. Considering the current usage counts and lifetime expectancy of each copier, it is appropriate to extend the Maintenance Agreement for the current machines.

The Maintenance Agreement is with Capital Business Systems Inc./Modern Methods. The Agreement states that the cost per copy/print will be \$.008904 for model LANIER LD345SP; the cost per copy/print was \$.0084 in the previous agreement. The cost for model LANIER LD160C per black and white copy/print is \$.006572 and \$.0583 for color copy/print. The previous agreement costs for this model were \$.0062 for black and white and \$.055 for color. The Maintenance Agreement covers all parts, labor, and supplies (excluding paper and staples).

Alternatives

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

1. Approve the one year Maintenance Agreement with Capital Business Systems Inc./Modern Methods.
2. Take no action on the issue.

Recommendation

City Administration recommends that the Council approve the one year Maintenance Agreement with Capital Business Systems Inc./Modern Methods for cost per copy/print of \$.008904 for model LANIER LD345SP and the cost per black and white copy/print of \$.006572 and the cost per color copy/print of \$.0583 for model LANIER LD160C.

Sample Motion

Move to approve the one year Maintenance Agreement with Capital Business Systems Inc./Modern Methods.



CAPITAL BUSINESS SYSTEMS, INC.
MODERN METHODS

Maintenance & Supply Agreement

SHIP TO	Customer Name CITY OF GRAND ISLAND	BILL TO	Customer Name
	Address 100 EAST FIRST ST, PO BOX 1988		Address
	Telephone #		Telephone #
	Attention		Attention

POOL BILLING: Yes No

Make/Model	ID	Serial	Annual Base Rate
LD160C	1973 <i>Mailroom</i>	612000928	

Contract Term: 12 months. Start: _____ End: _____
Month/Day/Year Month/Day/Year

Beginning Meter Reading:
Color: _____
Black: _____
Other Meter: _____

Terms of Agreement:

- Maintenance Agreement covers all parts, labor, and supplies. Supplies will be shipped at the request of the customer. Paper, staples, and masters for duplicators are excluded and must be purchased separately by the customer.
- Annual Base Rate: (Billed _____ at \$ 0)
- Color copies/prints included: 0 per month quarter year.
Additional color copies billed at 085.0583 billed month quarter year.
- Black copies/prints included: 0 per month quarter year.
Additional black copies billed at 0062.006572 billed month quarter year.
- Approximate toner and ink yields _____ color copies per carton cartridge bottle
_____ black copies per carton cartridge bottle
- For duplicators, all masters will be billed at _____ \$ per master. Billing will be completed on a quarterly basis.

Capital Business Systems, Inc. / Modern Methods reserves the right to increase the cost of contract annually during the contract period.

This is a non-cancelable contract - customer acknowledges to have read the terms above and on the reverse side, and agrees to all of these terms & conditions.

Special Provisions: _____

X

Customer Acceptance
Capital Business Systems/Modern Methods

SERVICE MANAGER
Title

2-28-11
Date
Date



CAPITAL BUSINESS SYSTEMS, INC.
MODERN METHODS

Maintenance & Supply Agreement

SHIP TO	Customer Name CITY OF GRAND ISLAND	BILL TO	Customer Name
	Address 100 EAST FIRST ST, PO BOX 1968		Address
	Telephone #		Telephone #
	Attention		Attention

POOL BILLING: Yes No

Make/Model	ID	Serial	Annual Base Rate
LD345SP	1966 <i>Unity/PW</i>	7500818	

Contract Term: 12 months. Start: _____ End: _____
Month/Day/Year Month/Day/Year

Beginning Meter Reading:
Color: _____
Black: _____
Other Meter: _____

Terms of Agreement:

- Maintenance Agreement covers all parts, labor, and supplies. Supplies will be shipped at the request of the customer. Paper, staples, and masters for duplicators are excluded and must be purchased separately by the customer.
- Annual Base Rate: (Billed _____ at \$ 0)
- Color copies/prints included: _____ per month quarter year.
Additional color copies billed at _____ billed month quarter year.
- Black copies/prints included: 0 per month quarter year.
Additional black copies billed at .0084.008904 billed month quarter year.
- Approximate toner and ink yields _____ color copies per carton cartridge bottle.
_____ black copies per carton cartridge bottle
- For duplicators, all masters will be billed at _____ \$ per master. Billing will be completed on a quarterly basis.

Capital Business Systems, Inc. / Modern Methods reserves the right to increase the cost of contract annually during the contract period.

This is a non-cancelable contract - customer acknowledges to have read the terms above and on the reverse side, and agrees to all of these terms & conditions.

Special Provisions: _____

X

Customer Acceptance
Capital Business Systems/Modern Methods

Title
SERVICE MANAGER
Title

Date
2-28-11
Date
Revised: 7/20/2007



CAPITAL BUSINESS SYSTEMS, INC.
MODERN METHODS

Maintenance & Supply Agreement

SHIP TO	Customer Name CITY OF GRAND ISLAND	BILL TO	Customer Name
	Address 100 EAST FIRST ST, PO BOX 1968		Address
	Telephone #		Telephone #
	Attention		Attention

POOL BILLING: Yes No

Make/Model	ID#	Serials	Annual Base Rate
LD345SP	1930 Admin/Legal	74900773	

Contract Term: 12 months. Start: _____ End: _____
Month/Day/Year Month/Day/Year

Beginning Meter Reading:

Color: _____

Black: _____

Other Meter: _____

Terms of Agreement:

1. Maintenance Agreement covers all parts, labor, and supplies. Supplies will be shipped at the request of the customer. Paper, staples, and masters for duplicators are excluded and must be purchased separately by the customer.

2. Annual Base Rate: (Billed _____ at \$ 0)

3. Color copies/prints included: _____ per month quarter year.
Additional color copies billed at _____ billed month quarter year.

4. Black copies/prints included: 0 per month quarter year.
Additional black copies billed at 0084, 008904 billed month quarter year.

5. Approximate toner and ink yields _____ color copies per carton cartridge bottle
_____ black copies per carton cartridge bottle

6. For duplicators, all masters will be billed at _____ \$ per master. Billing will be completed on a quarterly basis.

Capital Business Systems, Inc. / Modern Methods reserves the right to increase the cost of contract annually during the contract period.

This is a non-cancelable contract - customer acknowledges to have read the terms above and on the reverse side, and agrees to all of these terms & conditions.

Special Provisions: _____

X

Customer Acceptance
Jimmy Phillips
Capital Business Systems/Modern Methods

Title
SE SERVICE MANAGER
Title

Date
2-28-11
Date
Revised: 7/30/2007



CAPITAL BUSINESS SYSTEMS, INC.
MODERN METHODS

Maintenance & Supply Agreement

SHIP TO	Customer Name CITY OF GRAND ISLAND	BILL TO	Customer Name
	Address 100 EAST FIRST ST, PO BOX 1968		Address
	Telephone #		Telephone #
	Attention		Attention

POOL BILLING: Yes No

Make/Model	ID #	Serial #	Annual Base Rate
LD345SP	1964 Finance/HR	75000744	

Contract Term: 12 months. Start: _____ End: _____
Month/Day/Year Month/Day/Year

Beginning Meter Reading:
Color: _____
Black: _____
Other Meter: _____

Terms of Agreement:

- Maintenance Agreement covers all parts, labor, and supplies. Supplies will be shipped at the request of the customer. Paper, staples, and masters for duplicators are excluded and must be purchased separately by the customer.
- Annual Base Rate: (Billed _____ at \$ 0)
- Color copies/prints included: _____ per month quarter year.
Additional color copies billed at _____ billed month quarter year.
- Black copies/prints included: 0 per month quarter year.
Additional black copies billed at 0084 - 008704 billed month quarter year.
- Approximate toner and ink yields _____ color copies per carton cartridge bottle
_____ black copies per carton cartridge bottle
- For duplicators, all masters will be billed at _____ \$ per master. Billing will be completed on a quarterly basis.

Capital Business Systems, Inc. / Modern Methods reserves the right to increase the cost of contract annually during the contract period.
This is a non-cancelable contract - customer acknowledges to have read the terms above and on the reverse side, and agrees to all of these terms & conditions.

Special Provisions: _____

X
 _____ Customer Acceptance Title _____ Date _____
 _____ SERVICE MANAGER 2-28-11
 Capital Business Systems/Modern Methods Title Date
 Revised: 7/30/2007



CAPITAL BUSINESS SYSTEMS, INC.
MODERN METHODS

Maintenance & Supply Agreement

SHIP TO	Customer Name CITY OF GRAND ISLAND	BILL TO	Customer Name
	Address 100 EAST FIRST ST, PO BOX 1968		Address
	Telephone #		Telephone #
	Attention		Attention

POOL BILLING: Yes No

Make/Model	ID #	Serial #	Annual Base Rate
LD345SP	1965 <i>Bldg</i>	75000739	

Contract Term: 12 months. Start: _____ End: _____
Month/Day/Year Month/Day/Year

Beginning Meter Reading:
Color: _____
Black: _____
Other Meter: _____

Terms of Agreement:

- Maintenance Agreement covers all parts, labor, and supplies. Supplies will be shipped at the request of the customer. Paper, staples, and masters for duplicators are excluded and must be purchased separately by the customer.
- Annual Base Rate: (Billed _____ at \$ 0)
- Color copies/prints included: _____ per month quarter year.
Additional color copies billed at _____ billed month quarter year.
- Black copies/prints included: 0 per month quarter year.
Additional black copies billed at 0084.008904 billed month quarter year.
- Approximate toner and ink yields _____ color copies per carton cartridge bottle.
_____ black copies per carton cartridge bottle
- For duplicators, all masters will be billed at _____ ¢ per master. Billing will be completed on a quarterly basis.

Capital Business Systems, Inc. / Modern Methods reserves the right to increase the cost of contract annually during the contract period.
This is a non-cancelable contact - customer acknowledges to have read the terms above and on the reverse side, and agrees to all of these terms & conditions.

Special Provisions: _____

X

Customer Acceptance

Capital Business Systems/Modern Methods

Title
SERVICE MANAGER

Title

Date
2-28-11

Date

RESOLUTION 2011-58

WHEREAS, on February 27, 2007, by Resolution 2007-50, the City of Grand Island entered into a three year lease for the use of copy machines within City Hall; and

WHEREAS, on March 9, 2010 by Resolution 2010-70 the City of Grand Island opted to buy the copiers for \$1.00 and entered into a one year Maintenance agreement for the 5 copy machines agreeing to pay per copy/print costs at a cost per copy of \$.0084 for model LANIER LD345. The cost for model LANIER LD160C agreed upon per black and white copy/print is \$.0062 and color copy/print is \$.055 for 12 months. The Maintenance Agreement covered all parts, labor, and supplies (excluding paper and staples); and

WHEREAS, it has been deemed appropriate to renew a one year Maintenance Agreement that states that we agree to pay per copy/print costs at a cost per copy of \$.008904 for model LANIER LD345. The cost for model LANIER LD160C agreed upon per black and white copy/print is \$.006572 and per color copy/print is \$.0583 for 12 months. The Maintenance Agreement covers all parts, labor, and supplies (excluding paper and staples); and

WHEREAS, the proposed agreements have been reviewed and approved by the City Attorney's office;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the one year Maintenance Agreement as stated above by and between the City and Capital Business Systems, Inc./Modern Methods, is hereby approved.

BE IT FURTHER RESOLVED, that the mayor is hereby authorized and directed to execute such agreements on behalf of the City Of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, on March 8, 2011.

Jay Vavricek, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form ☐ _____
March 4, 2011 ☐ City Attorney