

City of Scottsbluff, Nebraska

Monday, June 20, 2016

Regular Meeting

Item Reports2

Council to consider the copy machine contracts for the Police Department and Library and authorize the Mayor to execute the contracts.

Staff Contact: Kevin Spencer, Police Chief and Abby Yellman, Libr

Agenda Statement

Item No.

For meeting of: June 20, 2016

AGENDA TITLE: Copier Full Service Contract Toner Inclusive

SUBMITTED BY DEPARTMENT/ORGANIZATION: Police Department

PRESENTATION BY: Nathan Johnson, City Manager and Kevin E. Spencer, Chief of Police

SUMMARY EXPLANATION:

Copier Connection Inc. will perform all required maintenance on the Savin C2525 copier as required through normal and customary usage of said copier. The contract is limited to parts, labor and toner as a result of customary and normal use. Specific exclusions from coverage under the agreement are damage due to negligence, accidents or misuse by purchaser, its employees, damage as a result of any crime or vandalism, damage due to the effects of fire, natural forces, and damage caused from the use of toner and paper that does not meet Savin specifications. The contract includes Black and Color Toner. Contract can be terminated by either party with 30 days prior written notice.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION:

EXHIBITS

Resolution: ☐ Ordinance ☐ Contract ☒ Minutes ☐ Plan/Map ☐

Other (specify) Attached form and signature areas

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk

COPIER CONNECTION INC.

1912 Broadway
Scottsbluff Nebraska 69361

COPIER FULL SERVICE CONTRACT TONER INCLUSIVE

Purchased By: City of Scottsbluff Police Department
1801 Avenue B
Scottsbluff NE 69361

This contract will be for one year.

Contract purchased date: March 7, 2016

One each copier model Savin C2525

Beginning meter reading (Black)

333,473

(color)

158,263

Copier Connection Inc. will perform all required maintenance on the copier described above as required through normal and customary usage of said copier including the following:

All service checks, replacement of damaged or worn parts, including the photosensitive drum, and all intervening service calls. Included under the terms of the contract are all charges for service labor. Service is to be performed between the hours of 8:00 A.M. and 5:00 P.M.

Monday through Friday, excluding holidays.

This contract shall be limited to parts, labor and toner as a result of customary and normal use of said copier. Specifically excluded from coverage under this agreement are the following:

Damage to the said copier due to negligence, accidents or misuse by purchaser, its employees or its agents, damage as a result of any crime or vandalism, damage due to the effects of fire, damage as a result of natural forces, and damage caused from the use of toner and paper that does not meet Savin specifications. Purchaser is responsible for providing adequate space and electrical wiring for the machine.

This contract does include Black and Color Toner.

This contract may be terminated by either party with 30 days prior written notice. The charges for this contract are as follows:


\$520.00 per year (\$44.00 per month) plus \$.018 per copy over 40,000 copies per year for black copies.

Color copies are to be billed monthly at \$.069 per copy.

Signed and agreed this _____ Day of _____, 2016.

Title _____

Purchaser Firm Name



Service Manager

Copier Connection Inc.

Please return signed contract.

COPIER CONNECTION INC.

1912 Broadway
Scottsbluff Nebraska 69361

COPIER FULL SERVICE CONTRACT TONER INCLUSIVE

Purchased By: Scottsbluff Public Library
1809 3rd Avenue
Scottsbluff NE 69361

This contract will be for one year.

Contract purchased date: March 7, 2016

One each copier model Canon IR2525

Beginning meter reading

32,348

Copier Connection Inc. will perform all required maintenance on the copier described above as required through normal and customary usage of said copier including the following:

All service checks, replacement of damaged or worn parts, including the photosensitive drum, and all intervening service calls. Included under the terms of the contract are all charges for service labor. Service is to be performed between the hours of 8:00 A.M. and 5:00 P.M.

Monday through Friday, excluding holidays.

This contract shall be limited to parts, labor and toner as a result of customary and normal use of said copier. Specifically excluded from coverage under this agreement are the following:

Damage to the said copier due to negligence, accidents or misuse by purchaser, its employees or its agents, damage as a result of any crime or vandalism, damage due to the effects of fire, damage as a result of natural forces, and damage caused from the use of toner and paper that does not meet Canon specifications. Purchaser is responsible for providing adequate space and electrical wiring for the machine.

This contract does include Black toner.

This contract may be terminated by either party with 30 days prior written notice. The charges for this contract are as follows:

\$240.00 per year plus \$.018 per copy over 14,000 copies per year for black copies.

Signed and agreed this _____ Day of _____, 2016.

Title _____

Purchaser Firm Name _____



Service Manager

Copier Connection Inc.

Please return signed contract.