

City of Scottsbluff, Nebraska

Monday, December 5, 2016

Regular Meeting

Item Reports4

Council to consider approval of a copier Service Contract for the Water and Wastewater office copier and authorize the Mayor to sign the contract.

Staff Contact: Nathan Johnson, City Manager

Agenda Statement

Meeting Date: December 5, 2016

AGENDA TITLE: Council to consider approval of a Copier Service Contract for the Water and Wastewater office copier.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Public Works Department

PRESENTATION BY: Nathan Johnson, City Manager

SUMMARY EXPLANATION: The contract with Copier Connection, Inc., is a full service contract on a Canon copier that includes service checks, replacement of parts, photosensitive drum, intervening service calls and labor resulting from customary and normal use. The annual contract fee is based upon 36,000 copies at a rate of \$342.00 per year. The contract can be terminated by either party with 30 days written notice.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: Staff recommends that Council approve the annual copier contract with Copier Connection, Inc.

Resolution Ordinance **EXHIBITS**
Contract Minutes Plan/Map

Please provide all visual presentation materials.

Other (specify) _____

NOTIFICATION LIST: Yes No Further Instructions

City of Scottsbluff
Office of the City Manager

Effective date: August 1, 2015

COPIER CONNECTION INC.

1912 Broadway
Scottsbluff Nebraska 69361

CANON COPIER FULL SERVICE CONTRACT

Purchased By: City of Scottsbluff Water Distribution and Reclamation Dpt.
3702 Rebecca Winters Road
Scottsbluff NE 69361

This contract will be for one year.

Contract purchased date:

One each Canon copier model # IR-2530

Beginning meter reading

100

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 thru Friday, excluding holidays.

This contract shall be limited to parts and labor 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 not include toner.

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

~~\$350.00~~ \$342.00 per year plus \$.0095 per copy over 36,000 copies per year.

Signed and agreed this _____ Day of _____, 2016.

Title _____

Copier Connection Inc.

Purchaser Firm Name

Please return signed contract.