

City of Scottsbluff, Nebraska

Monday, May 4, 2015

Regular Meeting

Item Reports4

Council to consider the Copier Connection Maintenance Contract for the Library and authorize the Mayor to execute the contract.

Staff Contact: Abby Yellman, Librarian

Agenda Statement

Item No.

For Meeting of: May 4, 2015

AGENDA TITLE: Copier Connection Maintenance Contract

SUBMITTED BY DEPARTMENT/ORGANIZATION: Library

PRESENTATION BY: Assistant City Manager, Nathan Johnson

SUMMARY EXPLANATION:

The library requests the Mayor's signature and authorization on our annual Copier Connection maintenance contract. This is for the copier available for public use within the library. The annual maintenance fee is \$240.00.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: Staff requests the Mayor's signature and authorization to continue this maintenance contract with Copier Connection.

EXHIBITS

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

Other (specify) _____

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

Please list names and addresses required for notification.

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev: 11/15/12 City Clerk

COPIER CONNECTION INC.

1916 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, 2015

One each copier model Canon IR2525

Beginning meter reading

24,570

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 _____, 2015.

Title _____

Purchaser Firm Name _____



Service Manager

Copier Connection Inc.

Please return signed contract.