



COPIER LEASE SERVICES
REQUEST FOR PROPOSAL (RFP) 21-04

RS-21-128

October 5, 2021

Background

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- ❑ The City has 55 copier leases with 5 different vendors
- ❑ RFP was issued to move all copier leases under one master lease
- ❑ On May 4, 2021, 6 proposals were received and evaluated
- ❑ The top 4 rated companies were chosen for interviews

Proposals and Cost Over 5 Years

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| Vendors | Master Lease Proposed Cost | Current Lease Cost | Total Combined Cost |
|------------------------------|----------------------------|--------------------|---------------------|
| Kirbo's | \$405,896 | \$119,992 | \$525,888 |
| Cannon Solutions America | \$565,999 | \$0 | \$565,999 |
| Ricoh USA, Inc. | \$490,585 | \$77,192 | \$567,777 |
| Benchmark Business Solutions | \$497,500 | \$119,992 | \$617,492 |
| CTWP | \$507,341 | \$119,992 | \$627,333 |
| Current Process | \$0 | \$636,140 | \$636,140 |
| Konica Minolta | \$557,078 | \$119,992 | \$677,070 |

Master Lease Transition & Cost Comparison

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| Fiscal Year | Master Lease Copiers | Current Lease Copiers | Total Copiers | Master Lease Cost | Current Lease Cost | Total Lease Cost | Current Process Cost | Estimated Annual (Savings) |
|-------------|----------------------|-----------------------|---------------|-------------------|--------------------|------------------|----------------------|----------------------------|
| 2022 | 29 | 26 | 55 | \$ 50,562 | \$ 64,566 | \$ 115,128 | \$ 127,228 | \$ (12,100) |
| 2023 | 35 | 20 | 55 | 67,947 | 41,513 | 109,460 | 127,228 | (17,768) |
| 2024 | 50 | 5 | 55 | 89,726 | 11,939 | 101,665 | 127,228 | (25,563) |
| 2025 | 54 | 1 | 55 | 98,537 | 1,974 | 100,511 | 127,228 | (26,717) |
| 2026 | 55 | 0 | 55 | 99,124 | - | 99,124 | 127,228 | (28,104) |
| | | | TOTAL | \$ 405,896 | \$ 119,992 | \$ 525,888 | \$ 636,140 | \$ (110,252) |

Alternatives

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- ❑ Do not award the RFP and continue under the current process without a master lease
- ❑ Award the RFP to a vendor other than Kirbo's
- ❑ Award the RFP to Kirbo's

Recommendation

City Council award RFP 21-04 for copier lease services to Kirbo's for a 60-month term in the amount of \$405,896 and authorize the City Manager or designee to execute change orders in accordance with state and local law