



RICOH LEASE PRINTING SERVICES

RS-23-167

October 17, 2023

Background

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- Printing Services prints approximately 401,000 black and white prints/copies per fiscal year.
 - ▣ Estimated 33,000 prints per month (3X recommended)
- The existing lease with Konica Minolta expired October 2, 2023
- Staff sought other options, but Ricoh was the best solution based on quality, features and speed

Agreement

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- ❑ Lease agreement with Ricoh through Texas Buyboard Cooperative in the amount of \$55,753.20 includes:
 - ▣ Maintenance
 - ▣ Toner/Printer Consumables i.e., staples, fuser, drum, etc.
 - ▣ Training/Installation

- ❑ 60 - Months Agreement
 - ▣ Recommended to lease rather than to buy due to rapidly advancing technology and machine finishing features

Procurement Information

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- Total cost of lease at \$55,753.20
 - ▣ FY 2024 - \$11,150.64
 - ▣ FY 2025 - \$11,150.64
 - ▣ FY 2026 - \$11,150.64
 - ▣ FY 2027 - \$11,150.64
 - ▣ FY 2028 - \$11,150.64

Alternatives

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- ❑ Operate without a lease agreement with no maintenance warranty on an outdated printer/copier.
- ❑ Enter five-year lease agreement with Ricoh for new printer/copier.

Recommendation

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- City Council approve the new 60-month lease with Ricoh as submitted in the amount of \$55,753.20 over the course of the lease and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.