



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

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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