City of Broken Arrow

Request for Action

File #: 18-624, **Version:** 1

Broken Arrow City Council
Meeting of: 06-04-2018

Title:

> Award the most advantageous bid to Preferred Business Systems, LLC for City wide copiers, and the approval of and authorization to execute an equipment lease agreement and an annual maintenance agreement for copier services

Background:

In order to get better pricing through volume, control over funds spent on copiers and to verify the necessity of office machines and accessories, it is advantageous for the City to secure a city wide agreement with a single copier leasing company. The City has an existing copier lease and service agreement which expires on June 30, 2018. Bids were solicited from 20 copier companies to provide City wide copier and maintenance service for 39 machines. Nine bids were received.

The low bid from Oklahoma Copier Systems did not meet specifications. The next low bid was submitted by Preferred Business Systems for Sharp and Kyocera copiers. Preferred Business Systems is our current copier vendor and has performed well over the term of their last agreement. Their bid also includes a waiver of one month of lease charges on the old agreement in the amount of $1,849.10 and will include fax options on all category I copiers and optional slide out keyboards for all units above a Category I at no charge.

Staff recommends awarding the bid to Preferred Business systems.

Cost:	$4,204 per month based on historic numbers of copies produced
Funding Source:	Various departmental operational accounts
Requested By:	Lee Zirk, General Services Director
Approved By:	Michael L. Spurgeon, City Manager

Attachments:	18.159 Copier lease and maintenance bid tab
	18.159 Copier inventory by facility
	18.159 Equipment lease agreement
	18.159 Annual Maintenance agreement

Recommendation:

Award the most advantageous bid to Preferred Business Systems, LLC for City-wide copiers and approval of an equipment lease agreement and an annual maintenance agreement for copier services and authorize execution