

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

February 17, 2009

**CALL TO PODIUM:**

Peter Cottrell,  
Director of Information Technology

**RESPONSIBLE STAFF:**

Peter Cottrell,  
Director of Information Technology

**AGENDA ITEM:**

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

<b>TITLE:</b>
Resolution of the Mayor and City Council Authorizing the City Manager to Enter Into a Contract to Purchase Copiers, Software and Maintenance (\$245,000)

<b>SUPPORTING BACKGROUND:</b>
<p>All of the City's sixteen copiers are due or past due for replacement, with some as old as 10 years and not able to connect to a network to provide printing capability.</p> <p>With this purchase, copiers will be fully integrated into the City's IT infrastructure. Besides serving as copiers, the machines will also provide network printing and scanning. For the first time, at least one copier in the largest City facilities will have color capability, which should allow staff to retire stand-alone color printers with higher operational costs. Numerous other benefits, such as enhanced user functionality, better system monitoring and management, and a reduced impact on the operating budget due to maintenance will be realized by this replacement with new equipment.</p> <p>IT staff have collected user requirements and have made multiple site visits to review different product lines, and have selected Ricoh as a cost-effective choice which meets the City's needs. As a result, staff is recommending the purchase of new copiers from Meridian Imaging Systems using an existing U.S. Communities contract.</p> <p>The cost of this equipment will not exceed \$245,000.</p>

<b>DESIRED OUTCOME:</b>
Vote on Resolution

# Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Peter Cottrell Date of City Council Meeting: February 17, 2009

## AUTHORIZING

Purchase X Award Contract X Transfer Funds \_\_\_\_\_ Negotiate/  
Execute a Contract \_\_\_\_\_

## BID INFORMATION:

Advertisement Date N/A  
Newspaper(s) N/A  
Bids Opened/Tabulated (date) N/A

## DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

**(17) assorted Ricoh copiers and associated options  
Management software and licenses**

## CONTRACTED/PURCHASE FROM:

Company Name: Meridian Imaging Solutions

Street Address: 4601 Eisenhower Avenue

P. O. Box Number \_\_\_\_\_

City/State/Zip Alexandria, Virginia 22304

CONTRACT/PURCHASE AMOUNT: \$ 245,000

Check One: In the Amount of \_\_\_\_\_ Not to Exceed X

FUNDS TO BE EXPENDED FROM: Operating Budget \_\_\_\_\_ Capital Improvements Budget \_\_\_\_\_

Account Number: 100-311300 Copier Replacement Fund

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available  Not available \_\_\_\_\_

[Signature] '09  
Finance Dept. Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER  
TO ENTER INTO A CONTRACT TO PURCHASE  
COPIERS, SOFTWARE AND MAINTENANCE

WHEREAS, Section 57 of the City Charter provides that the City Council may permit negotiations of contracts without sealed bids for products and services when utilizing contracts bid by other governmental agencies; and

WHEREAS, Ricoh copiers can be purchased by the City of Gaithersburg via the municipal U.S. Communities contract; and

WHEREAS, a majority of City copiers are in service past their projected lifespan; and

WHEREAS, the state of copier technology has advanced significantly since the City's copiers entered service; and

WHEREAS, the City of Gaithersburg needs to replace its copier infrastructure to increase reliability and functionality:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg that the City Manager be and she hereby is authorized to award a contract to purchase Ricoh copiers, software and maintenance from Meridian Imaging Solutions, 4601 Eisenhower Avenue, Alexandria, Virginia 22304, in an amount not to exceed Two Hundred Forty-Five Thousand Dollars (\$245,000); said funds to be expended from an Equipment Replacement Budget.

ADOPTED BY THE City Council this 17th day of February, 2009.

\_\_\_\_\_  
SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing Resolution was adopted by the City Council in public meeting assembled on the 17th day of February, 2009.

\_\_\_\_\_  
Angel L. Jones, City Manager