

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Ikon Office Solutions Agreement

**Manager's Recommendation:**

I recommend that the bid from the State of Michigan for the lease of Copy Machines be accepted and the following lease agreements be approved: Master Maintenance & Sale Agreement, State & Local Government Master Agreement, Product Schedule Agreement, One Dollar Purchase Option Agreement and the Addendum. Also, I request that payment be made to Ikon Office Solutions in the amount of \$14,544.00 for the balance of fiscal year 2009 and \$19,392.00 for fiscal years 2010 through 2013.

The Agreements are approved by me as to substance and the City Attorney as to form. It is further recommended that the City Manager be authorized by City Council to sign all lease agreement documents on behalf of the City.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are available in the following accounts: Employee Services Other Services/Operating Services Account No. 101-1725-701-8005 (\$1,296.00), Streets Other Services/Operating Services Account No. 226-4581-841-8005 (\$1,611.00), Purchasing Other Services/Operating Services Account No. 101-1742-711-8005 (\$1,296.00), Garage Other Services/Operating Services Account No. 661-4481-841-8005 (\$360.00), City Attorney Other Services/Operating Services Account No.101-1734-701-8005 (\$1,296.00), Police Department Other Services/Operating Services Account No. 101-3012-721-8005 (\$8,685.00)

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## **Justification:**

The State of Michigan solicited bids for copy machines of which Ikon Office Solutions was the successful bidder. To ease the impact to departmental budgets, a 60-month lease was negotiated by the parties. All government agencies that accept this bid must approve the following Agreements.

- Master Maintenance & Sale Agreement;
- State & Local Government Master Agreement;
- Product Schedule Agreement;
- One Dollar Purchase Option Agreement; and
- Addendum.

## **Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.