

COUNCIL COMMUNICATION

From: The City Manager

Subject: Ikon Office Solutions Agreements

Manager's Recommendation:

I recommend that the bid from the State of Michigan for the lease of a copy machine for CDBG be accepted and that the Product Schedule Agreement and Work Order Agreement be approved. The term of the lease is for 36 months and the monthly payment is \$223.00. Also, I request that payment be made to Ikon Office Solutions ("Ikon") in the amount of \$669.00 for the balance of fiscal year 2009 and \$7,359.00 total for fiscal years 2010 through 2012.

The Agreements are approved by me as to substance and the City Attorney as to form. It is further recommended that the City Manager and/or his designee 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 CDBG Residential Loans and Grants/Operating Services Account No. 276-6540-761-8005.

Justification:

The State of Michigan solicited bids for copy machines of which Ikon was the successful bidder. The copier machine that is currently in use in the CDBG Residential Loans and Grant Department has become too costly for repairs. To ease the impact to departmental budgets, a thirty-six (36) month lease was negotiated by the parties.

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.