



City of Largo
Agenda Item 8

Meeting Date
08/21/18

Presenter: Joan Wheaton, Procurement Analyst

Department: AD – Administration

TITLE:

AUTHORIZATION TO LEASE HEWLETT PACKARD (HP) PRINTER/COPIERS FOR A 48-MONTH PERIOD FROM TOTALPRINT USA IN THE ESTIMATED AMOUNT OF \$200,000

This memo is seeking authorization for the City to enter into a 48-month lease with TotalPrint USA (located in Tampa) for supporting maintenance, toner and copying and printing functions on 28 multi-function devices throughout the City. This is both a continuation and expansion of the City's long term copier leasing program. The recent quote received from TotalPrint is slightly less than with the current vendor. Further, the ability to utilize the printing functions with these machines will ultimately reduce the number of "stand alone" remote printers located across numerous City facilities. Standardizing the use of these devices (all HP) throughout the organization with a product line that has proven compatibility with the City's IT operating system will also simplify any required back-end technology support from staff. The requested amount is slightly greater than the quoted amount, accounting for possible variance as cost estimates are predicated on usage (number of sheets).

| | Current Annual Cost | TotalPrint USA Annual Cost |
|-------------------------|---------------------|----------------------------|
| Copy/ Printing Services | 16,100 | 26,400 |
| Leasing Services | 34,100 | 20,600 |
| Total | 50,200 | 47,000 |

The leasing and maintenance support cost for these machines will continue to be both budgeted and expensed to the customer departments. While the lease has been quoted on a 48 month schedule, the vendor has agreed to the City's purchasing terms & conditions which include the fiscal non-funding clause.

Budgeted Amount: \$52,700.00 Budget Page No(s): various Available Amount: \$8,000.00 Expenditure Amount: \$200,000.00

Additional Budgetary Information: FY 2018 Adopted Budget includes \$52,700 for the lease of copiers, of which the available amount will cover the remainder of FY 2018. FY 2019 Proposed Budget also includes \$52,700 for the lease of copiers.

Funding Source(s): Various Sufficient Funds Available: Yes No Budget Amendment Required: Yes No Source: N/A

City Attorney Reviewed: Yes No N/A Advisory Board Recommendation: For Against N/A Consistent With: Yes No N/A Not Applicable

Potential Motion/ Direction Requested: I MOVE TO APPROVE/DISAPPROVE AUTHORIZATION TO LEASE HEWLETT PACKARD (HP) PRINTER/COPIERS FOR A 48-MONTH PERIOD FROM TOTALPRINT USA IN THE ESTIMATED AMOUNT OF \$200,000.

Staff Contact: Will Parker, IT Customer Service Manager x7773 wparker@largo.com

Attachments: N/A