

LEASE OF NEW MULTI-FUNCTION COPIERS

November 27, 2007

Page 2 of 3

The SSC determined that Ricoh Business Solutions "Ricoh" offered the proposal that best met all of the City's requirements. In addition to product quality and pricing, customer service and ability of the vendors to deliver their proposal were considered. Referrals for vendors were contacted and the vendors' market presence and reputation were researched.

Ricoh has proposed a 60-month lease of 22 multi-function copiers including maintenance, delivery, installation, training, and toner cartridges. As part of the installation process, Ricoh will uninstall and remove the existing copiers. The proposal also includes a \$1 buy out option for each copier at the end of the lease.

These new multi-function copiers offer several features that will improve productivity and reduce costs. With network printing functionality, large jobs can be sent directly from a computer to a copier for printing and finishing. "Scan to email" and "scan to folder" options will enable users to convert hard copy documents into electronic PDF files.

Fax capabilities will eliminate the need for a separate fax machine in most locations. Outbound faxes can be sent directly from a computer and inbound faxes can be routed via email, reducing the number of faxes that must be printed and then distributed.

FINANCIAL IMPACT

Based on Ricoh's proposal, the cost of leasing the new multi-function copiers would be \$10,407 per month, including toner and maintenance. The same expenses for the copiers being replaced totaled \$14,766 per month. Multi-function copiers will also eliminate the expense of replacing and maintaining fax machines. The funds for this agreement were approved in the 2007 – 2008 fiscal year budget.

COMMUNITY VISION IMPLEMENTATION

The new multi-function copiers will help foster an informed community by enhancing the City's ability to communicate with the general public, community organizations and service providers.

RECOMMENDATION

It is recommended that the City Council:

- Award the proposed 60-month lease for 22 Ricoh multi-function copiers to DDL Public Finance LLC; and
- Award the proposed 60-month maintenance agreement to Ricoh Business Solutions; and

LEASE OF NEW MULTI-FUNCTION COPIERS

November 27, 2007

Page 3 of 3

- Authorize the City Manager and City Clerk to execute the 60-month lease agreement with DDL Public Finance LLC on behalf of the City of Garden Grove; and
- Authorize the City Manager and City Clerk to execute the 60-month maintenance agreement with Ricoh Business Solutions on behalf of the City of Garden Grove.

CHARLES KALIL

Information Technology Director

By: Keith Winston
Senior Systems Analyst

Attachments: 1. RFP NO. S-1006 Evaluation Memo
2. Lease Agreement with DDL Public Finance LLC
3. Maintenance Agreement with Ricoh Business Solutions