

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	July 15, 2013
	Agenda Item No.	41
	Roll Call No.	[_____]
	Communication No.	<u>13-344</u>
	Submitted by:	John Newman, CIO, Information Technology Department

AGENDA HEADING:

Approval of contract to provide copier services and equipment for city-wide use from Koch Brothers (Dutch Koch, President 301 E. Locust, Des Moines, IA 50309) per US Communities Government Purchasing Alliance Contract #4400003732 which is competitively bid.

SYNOPSIS:

Recommend approval of agreement with Koch Brothers to provide copier services and equipment for city-wide use for a term of three (3) years with the option of three (3) one (1) year extensions. These services are available to the City through the US Communities Government Purchasing Alliance Contract which is a national cooperative purchasing program for schools, non-profit organizations, and state and local governments. The services are competitively bid through the cooperative.

FISCAL IMPACT:

Amount: \$160,000

Funding Source: FY2013/2014 Operating Budget, funds are available in the general operating budgets of various departments.

ADDITIONAL INFORMATION:

The proposed agreement with Koch Brothers would be for a term of three (3) years with the option of three (3) one (1) year extensions. The current agreement with Koch Brothers expires June 30, 2013 and was an extension of a contract awarded on November 7, 2005 in which they were the low bidder. That contract allowed for the option to renew for three (3) additional one (1) year terms. The City renewed at two (2) of its three (3) renewal options, extending the contract to November 7, 2010.

Near the end of the previous contract, Koch Brothers proposed a decrease in the City's service and maintenance costs below that of the existing contract pricing, which resulted in annual savings to the City of \$27,562.88. The contract was amended to take advantage of this pricing and as a result the contract was extended to June 30, 2013.

The proposed agreement via the US Communities Contract would continue the City's strategy of reducing print costs and would provide City departments with print data in order to further reduce costs and better manage the print environment. The City Manager would be authorized to execute the Addendum Agreement with Koch Brothers for equipment and services for a term of three (3) years on

behalf of the City, and the City Clerk is authorized to attest to his signature, and the Information Technology (IT) Director would be authorized to execute up to three (3) one (1) year renewal options, subject to review and approval as to form by the Legal Department.

PREVIOUS COUNCIL ACTION(S):

Date: June 14, 2010

Roll Call Number: [10-943](#)

Action: [Amendment](#) to Copier Services Contract with Koch Brothers, to decrease the City's service and maintenance costs and to extend the termination date to June 30, 2013. ([Council Communication No. 10-356](#)) Moved by Hensley to adopt. Motion Carried 7-0.

Date: November 7, 2005

Roll Call Number: 05-2691

Action: Agreement with Koch Brothers for copier services and related equipment services for three (3) years with three (3) one (1) year renewals. ([Council Communication No. 05-627](#)) Moved by Vlassis to adopt. Motion carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Potential one (1) year renewals at the end of this contract term in 2016.

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