



Legislation Text

File #: 16-0727, **Version:** 1

Information Technologies recommending the Board authorize the Purchasing Agent to issue a Purchase Order to Xerox Corporation for the continued lease of a high capacity printer in an amount not to exceed \$3,000 for the period of July 1, 2016 until the new replacement printer is received and installed (estimated delivery date of July 22, 2016).

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

Information Technologies recommending the Board authorize the Purchasing Agent to issue a Purchase Order for the continued lease of its Xerox 4110EPS high capacity printer in an amount not to exceed \$3,000 for the period of July 1, 2016 until the new replacement printer is received and installed (estimated delivery date of July 22, 2016).

DISCUSSION / BACKGROUND

Information Technologies (IT), has for many years, leased a high capacity printer for printing unique forms and reports. This specialized high capacity printer is used daily to print reports and Payroll/Personnel Forms (PPFs), and regularly to print checks for welfare, tax bills, supplemental tax bills, W2s, and various forms and reports used by Payroll and other departments.

The existing printer was leased from Xerox under Agreement No. 036-S1410 for a three (3) year term that expired on June 30, 2016.

On June 28, 2016, the Board approved and authorized the Purchasing Agent to sign Blanket Purchase Order No. 20160710 in the amount of \$75,000 to replace the existing printer with the lease of a newer Xerox D110CP high capacity printer beginning July 1, 2016. However, staff has been informed by Xerox that the new printer will not be delivered and installed until approximately July 22, 2016 which creates a gap in the transition between the old lease and the new lease.

Xerox will allow IT to retain the existing printer until the new printer is delivered and installed. The lease payment for the existing printer will be prorated at a daily rate at comparable pricing per the attached quotation from July 1, 2016 until the existing printer is picked up by Xerox. The new printer will also be prorated at a daily rate at the price identified in the new Blanket Purchase order from the date it arrives through July 31, 2016.

IT is seeking Board authorization for the Purchasing Agent to execute a Purchase Order to allow IT to continue leasing the existing printer (past the three year contract period) without a gap in service.

ALTERNATIVES

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

The Chief Administrative Office concurs with the recommendation.

FINANCIAL IMPACT

There is no change in Net County Cost. Funding is available in the IT Department's budget for FY 2016/17.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

David Russell, Assistant Director