



CITY OF LONG BEACH

LONG BEACH PUBLIC LIBRARY AND INFORMATION CENTER

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[http:// www.lbpl.org](http://www.lbpl.org)

September 19, 2006

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt the attached resolution authorizing the City Manager to execute a 36-month Lease of Copier equipment, Consent to Assignment Agreement, Sales Orders, Supply Service Contracts, Cost per Copy Service Agreements, and amendments to extend the contract with Konica Minolta Business Solutions U.S.A., Inc., to provide photocopiers, color printers and copier vending machines. (Citywide)

DISCUSSION

The Department of Library Services has provided self-serve photocopiers and computer printers to the general public at cost through a service contract with various vendors since the 1970s. The most recent service contract has been in place since 1994. It is anticipated that the public will generate approximately 219,000 copies this fiscal year, for which the Department currently charges \$0.15 per black and white copy and \$0.50 per color copy. Local library agencies charge between \$0.10 – \$0.20 per black and white copy and \$0.75 - \$1.00 per color copy. Kinko's, a print service company, charges \$0.08 per black and white copy and \$.89 per color copy. Photocopy service is an important public service and is critical in helping to preserve library materials from being destroyed by patrons who need information from reference materials that cannot be checked out and are unable to make a copy.

In March 2005, the Department issued a Request for Proposals for vendors to submit proposals to provide and maintain pay-for-use copiers, printers, and microfilm readers for use by Library patrons. Of the three vendors that responded, none was identified as minority or woman owned business. Konica Minolta Business Solutions U.S.A., Inc., (Konica) was selected as the lowest responsible bidder through this process. Due to delays in contract negotiations, an agreement was not reached until March 2006.

Konica will install new black and white digital photocopier printers at each of the 12 Long Beach Public Library sites that provide print and copier services. At the Main Library, patrons will have access to color printers. Patrons can use the equipment by paying with bills or coins. Konica will be responsible for installing and servicing the equipment. City staff will be responsible for collecting and depositing the cash from the machines. The photocopiers available for public use in the neighborhood libraries are also used for business purposes by Library staff.

With a view to facilitating the servicing of equipment, the Department requested that Konica provide a cost proposal to replace two photocopier machines in Library Administration and the Automated Services Bureau with two multi-functional devices. The lease for these machines would be for a three year period. Konica currently has a contract with the County of San Bernardino, which the City can use to receive a discounted lease rate. The cost of the lease is lower than the City's current vendor.

The length of the lease of equipment and service maintenance with Konica will be for a term of 3 years with an option to renew for two additional one-year periods. Konica will require monthly lease payments and maintenance service payments for the equipment. The Department will be recouping the revenue generated from the machines, whereas the previous contractor collected all the revenue and charged the Department if a minimum revenue commitment was not met.

This matter was reviewed by Deputy City Attorney Lisa P. Malmsten on September 8, 2006 and Budget Management Officer David Wodynski on August 11, 2006.

TIMING CONSIDERATIONS

City Council action is requested on September 19, 2006, to authorize the City Manager to execute purchase orders and supporting documentation for the equipment to be installed at 12 Long Beach Public Library sites. The equipment will be ordered as soon as the purchase orders and supporting documents are executed.

FISCAL IMPACT

The purchase order and service agreement costs for the public access photocopier machines are for an amount not to exceed \$90,500 per year. The Library is expected to generate \$38,000 annually in revenue from fees collected. The net impact to the General Fund (GP 103) to subsidize this service would be \$52,500 per year. The impact under the current contract is approximately \$48,000 per year. The purchase order and service agreement costs for the staff-use photocopier machines are for an amount not to exceed \$15,400 per year. The cost to the General Fund (GP 103) for the staff-use machines would be \$15,400 per year. Current budget exists in the General Fund (GP 103) and the Department of Library Services (LS) to support this activity.

HONORABLE MAYOR AND CITY COUNCIL
September 19, 2006
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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ELEANORE SCHMIDT
DIRECTOR OF LIBRARY SERVICES

ES:clc
konica copier council let

Attachment

APPROVED:



GERALD R. MILLER
CITY MANAGER

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO ENTER INTO PHOTOCOPIER LEASE AND SERVICE AGREEMENTS THROUGH THE CONTRACT BETWEEN THE COUNTY OF SAN BERNARDINO, CALIFORNIA AND KONICA MINOLTA BUSINESS SOLUTIONS USA TO PURCHASE PHOTOCOPIER AND COPIER SERVICES FOR THE DEPARTMENT OF LIBRARY SERVICES

WHEREAS, the Charter of the City of Long Beach, Section 1802, permits the City to purchase services, supplies, materials, equipment and labor with other government agencies by purchasing under their contracts on a voluntary and selective basis when authorized by resolution; and

WHEREAS, the City of Long Beach desires to lease copier equipment and purchase copier service from Konica Minolta Business Solutions USA; and

WHEREAS, San Bernardino County, California has a contract for the lease and purchase of photocopier and copier services under Contract No. 06-261 ("San Bernardino Contract"); and

WHEREAS, City's participation in the San Bernardino Contract will facilitate acquisition of photocopier and related services as well as provide considerable cost benefits to the City; and

WHEREAS, if the City had to go to formal bid rather than participate in the San Bernardino Contract, considerably more funds would be required;

NOW, THEREFORE, the City Council of the City of Long Beach resolves as follows:

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City Attorney of Long Beach
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Long Beach, California 90802-4664
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1 Section 1. The above recitals are true and correct and are incorporated
2 hereby by this reference.

3 Sec. 2. The City Manager of the City of Long Beach is hereby authorized to
4 enter an agreement with Konica Minolta Business Solutions USA to lease photocopier and
5 purchase related services of the same type and kind purchased by San Bernardino County,
6 California pursuant to the San Bernardino Contract except as modified by mutual
7 agreement of the City of Long Beach and Konica Minolta Business Solutions USA and the
8 lease and purchase by the City of Long Beach shall be on the same terms and conditions
9 afforded to San Bernardino County, California in a net amount not to exceed \$15,400 per
10 year plus an additional 2% of that base amount if needed for unforeseen expenses, for a
11 period extending until the warranty on these items expires.

12 Sec. 3. This resolution shall take effect immediately upon its adoption by the
13 City Council, and the City Clerk shall certify the vote adopting this resolution.

14 I hereby certify that the foregoing resolution was adopted by the City Council
15 of the City of Long Beach at its meeting on _____, 2006, by the following vote:

16 Ayes: Councilmembers: _____

17 _____

18 _____

19 _____

20 Noes: Councilmembers: _____

21 _____

22 Absent: Councilmembers: _____

23 _____

24 _____

25 _____

26 _____
City Clerk

27 LPM:bg
06-04512

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