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City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 21 Ordinance/Resolution#08-09-643 Council District:

For Meeting of June 15, 2009
(Adoption Date)

TITLE: A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST FOR COPY MACHINE PRICING AGREEMENT TO SPECTRUM IMAGING SYSTEMS FOR THE REMAINING THREE (3) YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

PURPOSE(S) OF ACTION: To renew a contract with Spectrum Imaging Systems to continue to provide copiers for reproduction of documents.

Name of Drafter: Lissa Herrera <i>[Signature]</i>		Department: Legal/City Clerk		Phone: 541-2585	
Department	Signature	Phone	Department	Signature	Phone
Originating Department	<i>[Signature]</i>	ext 2115	Budget	<i>[Signature]</i>	541-2106
			Assistant City Manager	<i>[Signature]</i>	2271
Legal	<i>[Signature]</i>	2120	City Manager	<i>[Signature]</i>	2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On June 2, 2008, City Council awarded a lease agreement to Spectrum Imaging Systems, Inc, using pricing available through existing federal and statewide pricing agreements. The award was for a one-year period beginning July 1, 2008 with three annual renewable options to be exercised by the City of Las Cruces.

The Records Center has reviewed the vendor's performance and is satisfied that the contractual obligations are being met and within the budget. The Records Center/City Clerk's office is requesting the award for the remaining three (3) years which would go into effect July 1, 2009. The request is to extend the contract to June 30, 2012.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
61001030/723300 Copy Machines/Equipment Rentals	Not to exceed \$175,000	\$175,000

1. Exhibit "A": Purchasing Managers Request to Contract

(Continue on additional sheets as required)

2. **Exhibit "B": List of copiers currently leased with Spectrum Imaging Systems.**
3. **Exhibit "C": Acceptance of renewal option at the same terms and conditions from Spectrum Imaging Systems signed by Spectrum Imaging Systems General Manager, James Hurst.**
4. **Attachment "A": Resolution No. 07-08-381.**

COUNCIL OPTIONS:

1. **Approve the Resolution to award the lease agreement to Spectrum Imaging Systems of Las Cruces, NM.**
2. **Modify the Resolution. Modifications could be to increase the number of machines on the contract or add more machines with color capabilities.**
3. **Disapprove the Resolution. By disapproving the resolution it would be necessary to extend the current contract and solicit new proposals.**

RESOLUTION NO. 08-09-643

A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST FOR COPY MACHINE PRICING AGREEMENT TO SPECTRUM IMAGING SYSTEMS FOR THE REMAINING THREE (3) YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

The City Council is informed that:

WHEREAS, Spectrum Imaging Systems, Inc., was awarded a lease agreement for the first (1st) of a possible four (4) year contract term for copy machines on June 2, 2008; and

WHEREAS, the Records Section within the City Clerk's Office is requesting to award the remaining three (3) years of said contract effective July 1, 2009; and

WHEREAS, it is the responsibility of the City Clerk's Office to ensure the City has adequate reproduction ability; and

WHEREAS, reproduction of documents for Inspections of Public Records is the entitlement of the public's right to know; and

WHEREAS, the current contract for leasing of reproduction equipment is expiring on June 30, 2009.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT, the proposal for Copy Machines Pricing Agreement is hereby awarded to Spectrum Imaging Systems of Las Cruces, NM for the remaining three (3) years of a possible four (4) year renewable contract.

(II)

THAT, the City staff is hereby authorized to do all deeds necessary in accomplishment of the herein above.

DONE AND APPROVED this ____ day of _____, 2009.

APPROVED:

Mayor

ATTEST:

City Clerk

VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Connor: _____
Councillor Archuleta: _____
Councillor Small: _____
Councillor Jones: _____
Councillor Thomas: _____

Moved by: _____

Seconded by: _____

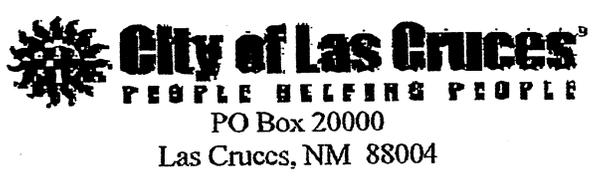
APPROVED AS TO FORM:



City Attorney

EXHIBIT B

ID #	Location	Model #
15632	Accounts Payable (City Hall)	2025i
15626	Airport	2018i
15712	Auto Parts	1023if
15715	Benavidez Center	1023if
15636	Branigan Cultural Center	2025i
15654	Branigan Library	3035
15644	Building Services	2022i
15710	Cashiers	1023if
15671	City Clerk(City Hall)	5055
15670	City Manager/Mayor's Offices	5055
15622	Club Fusion	2018i
15649	COC Basement	2022i
21616	Codes	2025i
15672	Community Development	5065
15677	Convention & Visitors Bureau	3480i
15634	Customer Service	2025i
15717	East Mesa Rec. Center	1023if
15711	East Side Community Center	1023if
15646	Facilities	2022i
15665	Fire Dept	3045
15718	Fleet	1023if
15713	Frenger Pool	1023if
15642	Home Health Services	2022i
15666	Human Resources	3045
15664	JCP/Internal Auditor/Economic Development/Farmers Market	3045
15669	Legal(City Attorney's Office)	5055
15659	Meerscheidt	3035
15625	Mesilla Park Recreation Center	2018i
15673	Municipal Court/Downstairs	5065
15562	Municipal Court/Upstairs	3025
15647	Munson Back Office	2022i
15709	Munson Nutrition - Front Hall	1023if
15662	Munson Senior Center (Front Office)	3035
15648	Museum Administration	2022i
15641	Museum of Fine Arts	2022i
15643	Museum of Natural History	2022i
15658	Neighborhood Development	3035
15640	Parks	2025i
15655	PD Academy	3035
15675	PD Administration	3480i
15663	PD Criminal Investigation Division	3045
15650	PD Evidence	2022i
15737	PD Metro Narcotics	2030i
15637	PD Patrol	2025i
15656	PD Records	3045
15638	PD Victim Assistance	2025i
15660	Project Development	3035
15621	Project Management	2018i
15629	Public Information Office (City Hall)	2030i
15674	Public Services Administration	3480i
15661	Public Works	3035
15668	Purchasing	5055
15716	Radio Shop	1023if
15676	Records Center	3480i
15627	Recreation(Meerscheidt Back Office)	2030i
21545	Risk Management	2022i
15653	South Central Solid Waste Authority	2022i
15624	Streets	2018i
15623	Therapeutics The Arc	2018i
15714	Traffic	1023if
15633	Transit	2025i
15682	Utilities Administration	3035
15667	Utilities Front	3045
15657	Utilities Gas (Back Offices)	3035
15652	Waste Water Treatment Plant	2022i
15639	Weed & Seed	2022i



May 6, 2009

Spectrum Imaging Systems
5900 Gateway East
El Paso, TX 79905

Facsimile: 575-522-1845

Reference: First Year Extension of a possible four year contract from Original #07-08-381 Copiers

Dear Mr. Hurst;

The City of Las Cruces would like to exercise our renewal option at same terms and conditions. This is the second year of a four year contract.

If I do not hear from you by May 13, 2009 I will assume you do not wish to participate.

If you have any questions regarding this matter please call me at (575) 541-2520.

Sincerely,

Bertha Chavira
City of Las Cruces Buyer

<input checked="" type="checkbox"/> I will extend pricing.	<input type="checkbox"/> I do not wish to extend pricing.
Print: <u>James D. Hurst</u>	E-mail: <u>james@spectrumimaging.ne</u>
Signed: <u>[Signature]</u>	Title: <u>General Manager</u>

Return this form to fax number 575.541.2526.

ATTACHMENT "A"

RESOLUTION NO. 07-08-381

A RESOLUTION AWARDING A LEASE AGREEMENT FOR THE FIRST (1) YEAR OF A POSSIBLE FOUR (4) YEAR CONTRACT TERM TO SPECTRUM IMAGING SYSTEMS, INC, USING PRICING AVAILABLE THROUGH EXISTING FEDERAL AND STATEWIDE PRICE AGREEMENTS.

The City Council is informed that:

WHEREAS, it is the responsibility of the City Clerk's Office to ensure the City has adequate reproduction ability; and

WHEREAS, reproduction of information for decision making is vital to the business function of the City; and

WHEREAS, reproduction of documents for Inspection of Public Records is entitlement of the public's right to know; and

WHEREAS, the current contract for leasing of reproduction of equipment is expiring on June 30, 2008 and a request for proposal was developed and issued using department requests for features on machines; and

WHEREAS, proposals were accepted until noon on May 15, 2008; there were eight (8) proposals received; and

WHEREAS, the Evaluating Committee met May 20, 2008, to review the proposals; and

WHEREAS, the proposal from Spectrum Imaging Systems of Las Cruces, NM was ranked highest by the Evaluation Committee; and

WHEREAS, the equipment offered by Spectrum Imaging Systems of Las Cruces, NM, meets Energy Star standards for energy efficiency and environmental protection; and

WHEREAS, the equipment offered by Spectrum Imaging Systems of Las Cruces, NM, incorporates upgraded fax, print, scanning capability required by departments at lease costs lower

ATTACHMENT " A "

than lease costs incurred by the City under its expiring contract; and

WHEREAS, the Evaluation Committee recommends award to Spectrum Imaging Systems of Las Cruces, NM.; and

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

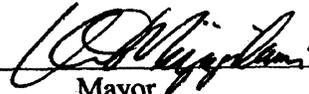
THAT, the proposal for Copy Machines Pricing Agreement is hereby awarded to Spectrum Imaging Systems of Las Cruces, NM for year one of a possible four year renewable contract.

(II)

THAT, the city staff is hereby authorized to do all deeds necessary in accomplishment of the herein above.

DONE AND APPROVED this 2nd day of June, 2008.

APPROVED:



Mayor

ATTEST:



City Clerk

VOTE:

Moved by: Archuleta

Seconded by: Small

Mayor Miyagishima:	<u>Aye</u>
Councillor Silva:	<u>Aye</u>
Councillor Connor:	<u>Aye</u>
Councillor Archuleta:	<u>Aye</u>
Councillor Small:	<u>Aye</u>
Councillor Jones:	<u>Aye</u>
Councillor Thomas:	<u>Aye</u>

ATTACHMENT "A"

APPROVED AS TO FORM:



City Attorney

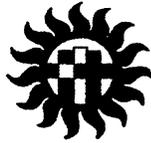
ATTACHMENT "A"

ID #	Department	Address	Model #	AMV	Color	Canon	Monthly Cost
5554	Radio Shop	1501 E. Hadley, Bldg G	5613	294		1023if	\$ 42.00
3203	East Mesa Rec. Center	5589 Porter Dr	LD115	332		1023if	\$ 42.00
4798	Purchasing (Bld Office)	1501 E. Hadley (Mondy Castaneda Building)	5613	492		1023if	\$ 42.00
2179	Traffic	1501 E. Hadley; Building H	5622	725		2018i	\$ 81.00
3568	Auto Parts	1501 E. Hadley (Mondy Castaneda Building)	5613F	728		1023if	\$ 42.00
2190	Airport	8990 Zia Blvd (I-10 W of Las Cruces, Exit 132)	5622	803		2018i	\$ 81.00
4995	Frenger Pool	800 N. Parkview	LD118	813		1023if	\$ 42.00
3055	Munson Nutrition - Front Hall	975 S. Mesquite St.(Munson Center)	LF 415e	978		1023if	\$ 42.00
4582	East Side Community Center	310 N. Tornillo	5613	1,000		1023if	\$ 42.00
1196	Club Fusion	101 E. Union Ave.	5227	1,004		2018i	\$ 81.00
5567	Cashiers	200 N. Church	5613	1,031		1023if	\$ 42.00
2183	Project Management	1501 E. Hadley (Mondy Castaneda Building)	5622	1,103		2018i	\$ 81.00
2186	Streets	1501 E. Hadley; Building I	5622	1,169		2018i	\$ 81.00
2316	Benavidez Center	1045 McClure Rd	5613F	1,183		1023if	\$ 42.00
2181	Mesilla Park Recreation Center	304 W. Bell Ave.	5622	1,263		2018i	\$ 81.00
2967	Therapeutics The Arc	2225 E. Griggs Ave	5622	1,277		2018i	\$ 81.00
4736	COC Basement (GIS Dept)	575 S. Alameda Blvd.(Basement)	5227	1,302		2022i	\$ 105.00
2161	Fine Arts	490 N. Water Street	5622	1,412		2022i	\$ 105.00
3221	Museum Administration	250 S. Downtown Mall	LD035	1,424		2022i	\$ 105.00
2164	Weed & Seed	900 N. Tornillo St.	5622	1,590		2022i	\$ 105.00
3569	Fleet	1501 E. Hadley (Mondy Castaneda Building)	5613	1,680		1023if	\$ 42.00
2188	Facilities	1501 E. Hadley; Building D	5622	1,729		2022i	\$ 105.00
2185	South Central Solid Waste Authority	2865 W. Amador Ave.	5622	1,837		2022i	\$ 105.00
2184	Building Services	1501 E. Hadley (Mondy Castaneda Building)	5622	1,928		2022i	\$ 105.00
2375	Municipal Court/Docket	135 E. Griggs Ave.	5622	1,935		2022i	\$ 105.00
2180	Home Health Services	304 W. Bell Ave.(Mesilla Park Rec. Center)	5622	1,964		2022i	\$ 105.00
2174	Waste Water Treatment Plant	2851 W. Amador	5622	2,086		2022i	\$ 105.00
2176	PD Evidence	217 E. Picacho	5622	2,122		2022i	\$ 105.00
2182	Munson Back Office	975 S. Mesquite St.	5622	2,327		2022i	\$ 105.00
2191	Risk Management	680 Motel Blvd	5622	2,486		2022i	\$ 105.00
2166	Museum of Natural History	700 S. Telshor Blvd. #1608	5622	2,951		2022i	\$ 105.00
2573	Branigan Cultural Center	500 N. Water St.	5627	3,033		2025i	\$ 120.00
2173	PD Victim Assistance	217 E. Picacho Ave.	5627	3,150		2025i	\$ 120.00
2165	PD Patrol	217 E. Picacho Ave.	5622	3,172		2025i	\$ 120.00
2433	Municipal Court/Judges	136 E. Griggs Ave.	5622	3,175		2025i	\$ 120.00
1244	Transit	1501 E. Hadley Ave.; Building A	5222	3,182		2025i	\$ 120.00
2160	Parks	1501 E. Hadley; Building J	5622	3,237		2025i	\$ 120.00
2974	PD Administration	217 E. Picacho Ave.	LD035	3,385		3035	\$ 120.00
2156	Public Information Office (City Hall)	200 N. Church(Back Hall)	5645	3,476		2030i	\$ 143.00
2189	Utilities Administration	680 Motel Blvd	5622	3,580		2025i	\$ 120.00
2177	Customer Service	200 N. Church	5622	3,595		2025i	\$ 120.00
2175	Accounts Payable (City Hall)	200 N. Church(Basement)	5622	3,643		2025i	\$ 120.00
2158	Codes	1085 Medpark Dr.	5622	3,722		2025i	\$ 120.00
2152	Project Development Services	575 S. Alameda Blvd.(2nd Floor South End)	5645	3,725		3035	\$ 215.00
3456	Metro Narcotics	2450 Lakeside Drive	LD135	3,806		3035	\$ 215.00
5410	Recreation(Meerscheidt Back Office)	1600 E. Hadley Ave.	5227	3,808		3035	\$ 215.00
3330	Records Center	1501 E. Hadley (Mondy Castaneda Building)	2138	3,927		3380i	\$ 234.00
			COLOR	X .008	2,942		
5428	Public Services Administration	575 S. Alameda Blvd.(1st Floor, Middle)	5635	4,004		3035	\$ 215.00
5450	Public Works	575 S. Alameda Blvd.(2nd Floor, North End)	5645	4,086		3035	\$ 215.00
2162	Branigan Library	200 E. Picacho	5622	4,286		3035	\$ 215.00
5407	Convention & Visitors Bureau	211 N. Water St.	5645	4,759		3035	\$ 215.00
2178	Munson Senior Center (Front Office)	975 S. Mesquites St.	5622	5,003		3035	\$ 215.00
2193	Academy (PD Training)	300 N. Hermosa	5622	5,444		3035	\$ 215.00
2151	Neighborhood Development	575 S. Alameda Blvd.(1st Floor; North End)	5645	5,508		3035	\$ 215.00
2157	Meerscheidt	1600 E. Hadley Ave.	5622	5,559		3035	\$ 215.00
2187	Utilities Gas (Back Offices)	680 Motel Blvd	5622	5,668		3035	\$ 215.00
2015	Purchasing (Buyers Office)	1501 E. Hadley (Mondy Castaneda Building)	5635	6,410		3035	\$ 215.00
4321	Fire Dept	201 E. Picacho	5645	6,479		3045	\$ 245.00
2163	PD Criminal Investigation Division	217 E. Picacho	5645	7,055		3045	\$ 245.00
2159	JCP/Internal Auditor/Economic Development/PA	250 S. Downtown Mall	5645	7,231		3045	\$ 245.00
2149	Utilities Front	680 Motel Blvd	5645	7,369		3045	\$ 245.00
2154	Human Resources	575 S. Alameda Blvd.(1st Floor; North End)	5635	9,981		3045	\$ 245.00
3377	PD Records	217 E. Picacho Ave.	LD135	11,375		3045	\$ 245.00
2957	City Manager/Mayor's Offices	200 N. Church	LD060	11,791		5065	\$ 440.00
2167	Legal(City Attorney's Office)	200 N. Church	5627	12,411		5050	\$ 376.00
5436	Municipal Court/Downstairs	135 E. Griggs Ave.	LD060	12,725		5065	\$ 440.00
1781	City Clerk(City Hall)	200 N. Church(Basement Hall)	eStudio520	12,762		5050	\$ 376.00
2155	Community Development	575 S. Alameda Blvd.(1st Floor, South End)	5635	23,672		5050	\$ 376.00
	Total Monthly				272,162		\$ 10,427.00
	4 year projection	** Unlimited B&W and Color @ .008					\$ 500,496.00

Color

**All MFP devices are equipped with Scanning / Faxing and Printing Modules
 **All devices are configured with accessories for Duplexing and Sorting /Stapling except for the Canon IR1023if and the Sharp AR208D
 Departments where Canon IR1023if's and Sharp AR208D's were recommended
 ** Unlimited B&W and Color @ .008

ATTACHMENT "A"



City of Las Cruces® PEOPLE HELPING PEOPLE

Executive Summary for June 2, 2008

ITEM NUMBER: 13 Resolution/Ordinance Number: 07-08-381 Council District

TITLE: A RESOLUTION AWARDING A LEASE AGREEMENT FOR THE FIRST (1) YEAR OF A POSSIBLE FOUR (4) YEAR CONTRACT TERM TO SPECTRUM IMAGING SYSTEMS, INC, USING PRICING AVAILABLE THROUGH EXISTING FEDERAL AND STATEWIDE PRICE AGREEMENTS.

STAFF CONTACT: Lissa Herrera, Records Management Administrator, Legal/City Clerk, (575) 541-2585.

BACKGROUND:

Purpose(s) of Action:

To approve a contract with Spectrum Imaging Systems to provide new copiers for reproduction of documents.

Key Issues/Contributing Factors:

1. The current contract with Toshiba (formerly Copy Machines Inc.) will be expiring June 30, 2008.
2. Some departments are starting to experience problems with the aging machines.
3. The majority of the copier machines currently installed in the City of Las Cruces are over five years old.
4. By approving this contract we will obtain new copiers for all departments and thereby alleviating all the current problems we are experiencing.
5. The new contract would go into effect July 1, 2008.

COUNCIL OPTIONS:

1. Approve the Resolution to award the proposal to Spectrum Imaging Systems of Las Cruces, NM.
2. Modify the Resolution. Modifications could be to increase the number of machines on the contract or add more machines with color capabilities.
3. Disapprove the Resolution. By disapproving the resolution it would be necessary to extend the current contract until more proposals or bid specifications were solicited.

ATTACHMENT "A"



**Council Action Form
For Meeting of June 2, 2008
(Adoption Date)**

TITLE: A RESOLUTION AWARDING A LEASE AGREEMENT FOR THE FIRST (1) YEAR OF A POSSIBLE FOUR (4) YEAR CONTRACT TERM TO SPECTRUM IMAGING SYSTEMS, INC, USING PRICING AVAILABLE THROUGH EXISTING FEDERAL AND STATEWIDE PRICE AGREEMENTS.

BACKGROUND:

The current Copy Machines Pricing Agreement with Toshiba (formerly Copy Machines, Inc.) will be expiring June 30, 2008.

On April 23, 2008, a meeting was held by the Purchasing Section with interested vendors regarding a new agreement for copiers for the City of Las Cruces. At this meeting all vendors were provided with information of what the city currently has and asked them to submit their proposals to the Purchasing Section by noon on May 15, 2008.

The City currently leases 68 Lanier and Toshiba products for reproduction. A total of eight proposals were received. Proposals were considered for any brand, which met or exceeded the quality of the current models used.

The Evaluation Committee, which was made up of three members, which individually scored and ranked the proposals. On May 20, 2008, the Evaluation Committee met with

(Continue on additional sheets as required)

Name of Drafter: Esther Martinez		Department: Legal / City Clerk		Phone: 541-2115	
Account Number		Amount of Expenditure		Budget Amount	
61001030/723300 Copy Machines/Equipment Rentals		Not to exceed \$175,000.00		\$175,000.00	
Strategic Plan Goal / Objective / Strategy Addressed: None					
Performance Budget Goal / Objective Addressed:					
Department	Signature	Phone	Department	Signature	Phone
Originating Department	<i>Esther Martinez</i>		Budget	<i>Richard Hubbard</i>	2300
			Assistant City Manager	<i>Jack [unclear]</i>	2271
Legal	<i>[unclear]</i>	2224	City Manager	<i>[unclear]</i>	2076

the Purchasing Section and unanimously selected Spectrum Imaging Systems to be the provider for copiers for the City of Las Cruces.

A lease program allows the City of Las Cruces to have new equipment when the contract is awarded. The new copier equipment will print, scan, fax and have network capabilities.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A" Purchasing Manager's Request to Contract.
3. Example of machines that will be provided.

COUNCIL OPTIONS:

1. Approve the Resolution to award the proposal to Spectrum Imaging Systems of Las Cruces, NM.
2. Modify the Resolution. Modifications could be to increase the number of machines on the contract or add more machines with color capabilities.
3. Disapprove the Resolution. By disapproving the resolution it would be necessary to extend the current contract until more proposals or bid specifications were solicited.