

## Staff Summary Report

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**Council Meeting Date:** 01-08-2009

**Agenda Item Number:** \_\_\_\_\_

**SUBJECT:** Request approval to utilize a one-year State of Arizona contract with Ikon Office Solutions for the lease and installation of multifunctional digital copiers/printers throughout the City on an as needed basis.

**DOCUMENT NAME:** 20090108fst06 **PURCHASES (1004-01)**

**SUPPORTING DOCS:** No

**COMMENTS:** (EPS060122-3) Total cost for this contract shall not exceed \$380,000 during the contract period.

**PREPARED BY:** Ted Stallings, CPPB, Procurement Officer, 480-350-8617

**REVIEWED BY:** Jerry Hart, Financial Services Manager, 480-350-8505  
Michael Greene, CPM, Central Services Administrator, 480-350-8516

**LEGAL REVIEW AS  
TO CONTRACT FORM**

**ONLY:** N/A

**FISCAL NOTE:** Sufficient funds have been appropriated in various City-wide cost centers for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Approve the utilization of the contract.

**ADDITIONAL INFO:** The State of Arizona issued a solicitation and awarded a contract for the lease and installation of new networked multifunctional digital copiers/printers. The contract contains cooperative language allowing other agencies to utilize the contract. The multifunctional digital copiers/printers can also be used as scanners and fax machines thus reducing the need to purchase and maintain additional office equipment. The Procurement Office anticipates an estimated budget savings of \$12,000 over the next 12 months and the potential of further budget savings due to the continued use of this contract.