

**CITY OF WARRENSBURG
FINANCE**

August 13, 2018

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: An Ordinance Authorizing the City Manager and City Clerk to Execute
a Maintenance and Equipment Lease with MARCO Technologies LLC

BACKGROUND:

In May of 2017, City Staff began looking into the updating of printers and copiers. During this time Staff consulted with many vendors on the usage and actual need for the City. On August 7th, 2018 the City received bids from GFI Digital, MARCO, and Sumner One for copier leasing. This extensive bid process was the culmination of months of research, meetings, and data collection City wide. We ask each vendor to submit a quote with a buy out of our current copier lease agreement, estimated to be \$7,500.

MARCO offered the City the best price for the equipment needed. The City portion is estimated to be \$13,490 per year, the Parks portion is estimated to be \$4,348 per year, and the Sewer portion is estimated to be \$3,997 per year for a 5-year lease.

ISSUE:

Address the City's copy and printing needs

STRATEGIC PLAN:

N/A

FISCAL IMPACT:

The potential net fiscal impact of accepting this proposal is estimated at \$109,183.

ECONOMIC BENEFITS/IMPACT:

This proposal will allow staff to have functional equipment within the City offices and alleviate most of the need for contracting print jobs. This is a valuable economic benefit to the City.

RECOMMENDATIONS:

Staff recommends the acceptance of the MARCO bid as submitted

Sincerely,

Matthew Lue
Director of Finance

CC: City Manager
CC: Director of IT

- Attachment:
1. Ordinance
 2. Maintenance Agreement
 3. Equipment Lease
 4. Copier Lease Bid Sheet
 5. Breakdown of MARCO Bid

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE A MAINTENANCE AND EQUIPMENT LEASE WITH MARCO TECHNOLOGIES LLC

BE IT ORDAINED AS FOLLOWS BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS FOLLOWS:

Section 1. That the City Manager and City Clerk are hereby authorized to execute a lease agreement with MARCO Technologies LLC

Section 2. That this ordinance shall be in full force and effect from and after its passage by the City Council

Passed in open session this 24th day of September 2018

Danielle Johnston, Mayor

ATTEST:

Cindy Gabel, City Clerk