PORT ST. LUCIE CITY COUNCIL
AGENDA ITEM REQUEST

COUNCIL ITEM 7E
DATE 10/22/12

Meeting Date: October 22, 2012

Public Hearing ____ Ordinance ____ Resolution ____ Motion _X_

Item: # **20010048 - Amendment #7 - Price per Copy Program**

Recommended Action:

1) Approval to extend the current Contract with **Velox Systems, Inc.** as per Section XX of the contract for a three (3) year period, for the continuation of copier services. Contract Extension Period is October 1, 2012 through September 30, 2015.

Exhibits: Department memo attached [ ] yes [X] no

Amendment #7 document
City Purchase Cost Analysis
Velox - Cost Analysis

Summary Explanation/Background Information: Velox System, Inc., is the vendor that provides and maintains the City's copiers and copier needs which includes all toners and staples. Velox has agreed to maintain the contract at the current price per copy of b&w - .0175¢/color .06¢, this has not changed since 2009. The Amendment also reduces the minimum usage required by the City from 450,000 to 350,000 copies. Velox has agreed to complete a city wide assessment of all machines upgrade any and all machines where necessary. Velox provides the City with on-site maintenance personnel at no cost to the City. The Office of Management and Budget is recommending this extension.

Purchase was budgeted.

Estimated Expense per Fiscal Year: $154,800.00

Department requests expenditure from the following:

Fund	Various	
Cost Center	Various	
Object Code	551000	Office Supplies
Project	00000	

Director of OMB concurs with award: City Manager concurs with award: _____

Department requests (0) minutes to make a presentation.

RECEIVED
OCT 17 2012
City Manager's Office

Submitted by: *Cheryl Shanaberger*

Title: Deputy Director, Office of Management and Budget

Date Submitted: 10/17/2012

Contract Amendment

Contract #20010048 Amendment #7 Date: _____

Contract Title: Price Per Copy Contract

Contractor's Name: Velox Systems, Inc (VSI)

Current Expiration: 09/30/2012 Amended Expiration: 9/30/2015

The following modifications to the Terms and Conditions contained in Contract #20010048 between Velox Systems, Inc dated May 1, 2001 and the City of Port St. Lucie are hereby incorporated and made a part of that Contract.

1. The parties agree to extend the current contract ending date to September 30, 2015.

2. With this Amendment, Changes to Contract shall include:

   - Reduce the monthly minimum to 350,000 copies per month.
     This amount will be reviewed annually (by September 1st) by both parties and adjusted as mutually agreed upon.

   - Maintain black and white price per copy at $0.0175each.

   - Color price per copy to be maintained at $0.06 each.

   - Machine surcharges to remain at no charge to the City.

   - Scanning charges to remain at no charge to the City.

   - Low Copier Usage machines (1,000 copies per month or less) shall maintain a flat monthly fee of $20.00 per machine.

   - Velox System, Inc. will perform a city wide Assessment of all machines. Upon findings upgrades to machines will be made where mutually agreed upon in writing by both parties.

3. All other terms and conditions of the original contract and/or Addenda apply.

Price per copy program

IN WITNESS WHEREOF, the parties have executed this contract at Port St. Lucie Florida, this _____ day of _____, 20____.

CITY OF PORT ST. LUCIE FLORIDA

By: _____
City Manager

ATTEST:

By: _____
City Clerk

By: _____
Authorized Representative of **Velox Systems, Inc (VSI)**

State of: _____

County of: _____

Before me personally appeared: _____
(please print)

Personally known _____

or Produced Identification: _____
(type of identification)

Identification No. _____

known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that **he/she** executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____, 2012.

_____
Notary Signature

Notary Public-State of _____ at Large

My Commission Expires: _____.

(seal)

City Purchase Cost Analysis

Currently the City has 74 Copiers - this analysis is based on the 21 of the machines currently in place.
The 21 machines are the average type of machines - some machines are higher quality others are lower.
The 21 machines were to demonstrate that the State Contract does not offer a better value to the City.

State Contract Pricing

MX3610N equal to the ARM355/MX3501/MX4501 (at 21 City locations)

	SRP	% Discount	State of FL Price	Finance Payments 36 Months**
	$ 14,595.00	69%	$ 4,724.00	$ 145.85
Adds Needed				
MXDE12 x 2		500 Sheet Paper Feed		
	$ 845.00	67%	$ 279.00	$ 8.99
	$ 845.00	67%	$ 279.00	$ 8.99
MX-FN17		Inner Finisher		
	$ 1,795.00	67%	$ 592.00	$ 19.09
Total p/machine				
	$ 18,080.00	67%	$ 5,874.00	$ 182.92
Multiply x 21 machines				
	$ 379,680.00		**$ 123,354.00** *	$ 3,841.32

**The City replaces machines every three (3) years

These prices excludes: toner, staples, Data Security (PD) and maintenance.

Estimated Cost Analysis on all 74 machines using the above as a guidline along with Velox current machine information:

To purchase and replace the 74 machines at the City - estimated cost of $576,500.00
Maintnenance costs to the city (excluding on-site personnel) $1,005.41 p/machine x 74 = $74,400.00
Total direct purchase + maintenance (excluding toner & staples) for one (1) year (esitmated) - $650,900.00

Total lease purchase + maintenance (excluding toner & staples) for one (1) year (esitmated) - $359,101.60

Total costs to Velox which includes: toner, staples, maintenance (plus on-site maintenance) $154,800.00 for 74 machines p/year

Total estimated savings if machines are leased by the City is $204,301.68 per year

Velox Copier Analysis
Purchase/Lease

Number	Department	FAX, PRINT, SCAN, FNSHR	Copies per Minute	Machine	Value of Machine
10	Clerk/Room 187	P,S,F,FN	35	MX3501NREF	$ 5,000.00
2	Building - Administration	P,S,FN	45	ARM455M	$ 9,000.00
43	Building-Plan Review	Basic Copier	45	ARM455NREF	$ 2,000.00
37	Building-Permits Room 112	P,S,F	27	ARM277REF	$ 2,000.00
56	Building-Occ. Lic. R #202	Fax	27	ARM277REF	$ 2,000.00
57	Building-Inspections R#L110	Basic Copier	27	ARM277REF	$ 2,000.00
72	Building-Contract License	P,S, FNSHR	45	ARM450NREF	$ 5,000.00
38	Building-Administration	FNSHR	27	ARM277REF	$ 5,000.00
4	Planning & Zoning	F,P,S,FNSHR	32	ARBC320	$ 5,000.00
73	Civic Center	P,S,FNSHR	45	ARM455	$ 4,000.00
75	Civic Center	P,S,FNSHR	45	MX4501NREF	$ 9,000.00
76	Civic Center-Fitness Center	P,S,FNSHR	35	ARM355NREF	$ 9,000.00
24	City Manager	Staple Sorter	26	MX2600N	$ 9,000.00
64	Clerk/Room 187	P,S,FNSHR	60	ARM620NREF	$ 9,000.00
46	Code Enforcement	P,S,FNSHR	45	AR455N	$ 9,000.00
74	Code Enforcement Trailer	P,S,FNSHR	27	ARM277REF	$ 9,000.00
6	Comm.Services	Staple Sorter	35	ARM355NREF	$ 5,000.00
77	Employee Medical Clinic	P,S,FNSHR	35	ARM355NR	$ 10,000.00
7	Engineering	P,S,FNSHR	50	ARM550UREF	$ 9,000.00
47	Engineering	Basic Copier	26	ARBC260	$ 5,000.00
23	Finance	P,S,FNSHR	55	ARM550N	$ 9,000.00
70	Legal	FNSHR	26	ARBC260	$ 9,000.00
1	Room #351	P,S,FNSHR	45	MX4501N	$ 5,000.00
63	Meter Readers 528-1022	Basic Copier	27	ARM277REF	$ 4,000.00
42	Minsky Gym	P,S,FNSHR	45	ARM455N	$ 5,000.00
50	MIS	P,S,FNSHR	27	ARM277	$ 5,000.00
9	Neighborhood Serv	Staple Sorter	27	ARM277REF	$ 9,000.00
61	OMB-front office	P,S,FNSHR	26	ARM260NREF	$ 9,000.00
11	P&R-mailroom	P,S,FNSHR	45	MX4501NREF	$ 9,000.00
44	P&R-Community Cntr-Front De:	P,S,FNSHR	20	AR 235 SF N	$ 5,000.00
25	Admin. Services/HR	P,S,FNSHR	70	ARM700NREF	$ 9,000.00
22	Police/Admin	P,S,FNSHR	32	ARBC320	$ 9,000.00
12	Planning & Zoning	P,S,FNSHR	70	ARM700NREF	$ 9,000.00
19	Legal	P,S,FNSHR	27	MX2700N	$ 10,000.00
43	Building - Plan Review	P,S,FNSHR	45	ARN455NREF	$ 5,000.00
44	P&R - Community Center	P,S,FNSHR	45	ARM455N	$ 5,000.00
84	Police Dispatch-Bldg C	P,S,FNSHR	45	MX4501N	$ 9,000.00
85	Utilities - Engineering	P,S,FNSHR	45	MXM450NR	$ 9,000.00
68	Police/PAL 2101 SE Tiffany Ave	Basic Copier	20	AR235	$ 5,000.00
17	Police/Patrol	Basic Copier	35	MX3501N	$ 9,000.00
21	Police/Records	P,S,FNSHR	70	MX-M700N	$ 25,000.00
15	Police/Prof. Stand.	FNSHR	20	ARM237REF	$ 5,000.00
8	Police/ Training & Recruitment	FNSHR	35	ARM355N	$ 9,000.00
53	Public Works-Front Office	P,S,FNSHR	55	ARM550NREF	$ 9,000.00

Velox Copier Analysis
Purchase/Lease

5	Room 135	P,S,FNSHR	45	ARM4550N	$ 15,000.00	
12	Room 351	P,S,FNSHR	50	ARM277	$ 9,000.00	
67	Utilities/RO Admin - 2nd Flr	P,S,FNSHR	45	ARM550NREF	$ 9,000.00	
30	Utilities/Finance	P,S,FNSHR	50	ARM550UREF	$ 9,000.00	
27	Utilities/C.S. Rm 169-Bldg A	P,S,FNSHR	50	ARM550UREF	$ 9,000.00	
71	Utilities/Call Center - Best Stree	P,S,FNSHR	40	ARM550NREF	$ 8,000.00	
26	Utilities/RO/Engineering	Staple Sorter	50	ARM350NREF	$ 9,000.00	
29	Utilities/Tech Serv	P,S,FNSHR	50	ARM550NREF	$ 9,000.00	
28	Utilities/Tech Serv	Staple Sorter	23	ARM277REF	$ 5,000.00	
33	Utilities/D&C 943 Ogden	Staple Sorter	23	ARM355N	$ 5,000.00	
				Equipment Cost	**$ 407,000.00**	
					Cost includes all toner, staples & service	**$ 10,200.00**
					CPC Annual cost	**$122,400.00**
	If the City owned the machines the service fee for each copy would be $0.01 for an annual cost of $60,000 + cost of machines.					
	Low Volume Copiers (LVC)					**Cost p/mnth**
3	City Council/Mayor	P,S,FNSHR	45	ARM455NREF	$ 2,000.00	$ 20.00
51	Clerk/Room 187	Basic Copier	16	AR M160	$ 2,000.00	$ 20.00
52	Public Works - Administration	P,S,FNSHR	32	ARBC320	$ 10,000.00	$ 20.00
31	Public Works-Warehouse	Basic Copier	45	ARM455NREF	$ 5,000.00	$ 20.00
60	James Anderson Water Plant	Basic Copier	27	ARM277	$ 2,000.00	$ 20.00
45	Utilities Trailer #1	P,S	20	AR 235 SF	$ 5,000.00	$ 20.00
20	UtilitiesSouthport Trailer #2	Basic Copier	16	AR M160	$ 2,000.00	$ 20.00
48	Utilities/Data Mapping	Basic Copier	20	AR 235	$ 5,000.00	$ 20.00
49	Utilities/Glades	Basic Copier	20	AR 235	$ 5,000.00	$ 20.00
83	Utilities-Glades	Basic Copier	16	AR168D	$ 2,500.00	$ 20.00
55	Utilities/Westport Plant	Basic Copier	20	AR 235	$ 5,000.00	$ 20.00
59	Utilities/Westport Maint	Basic Copier	16	AR161	$ 2,000.00	$ 20.00
62	Utilities/Lime Plant-Prineville	Basic Copier	16	AR 168	$ 2,000.00	$ 20.00
80	Utilities-329 Greenway Terr	Basic Copier	20	AR 235N	$ 5,000.00	$ 20.00
39	Saints Golf Course	Basic Copier	16	ARM162	$ 2,000.00	$ 20.00
79	PD Evidence Room	Basic Copier	16	ARM160	$ 2,000.00	$ 20.00
	(over 2,000 copies)					
78	PD Eastern Substation	Basic Copier	20	ARM237	$ 5,000.00	$ 20.00
81	Utilities/Warehouse	Basic Copier	20	AR235	$ 5,000.00	$ 20.00
82	Traffic Operations-821 Dwyer	Basic Copier	23	MX2300N	$ 12,000.00	$ 20.00
				Equipment Cost	**$ 80,500.00**	
					Cost includes all toner, staples & service	**$ 260.00**
					Low Volume Annual Cost	**$ 8,400.00**
					Cost if City Owns Machines @ $0.01/copy	**$ 2,400.00**
	Surcharges					
	Color Machines					

Velox Copier Analysis
Purchase/Lease

54	Public Works-Front Office	Networked, Staple Sort	35	MX 3501y	$ 20,000.00	
52	Public Works-Admin.	Networked, Staple Sort	32	ARBC320	$ 5,000.00	
18	Police/CID	Networked, Scan, Staple Sorte	35	MX 3501N	$ 20,000.00	
66	Police/Rosser/CID	Networked, Scan, Staple Sorte	35	MX 3501N	$ 20,000.00	
75	Civic Center	Networked, Scan, Staple Sorte	40	MX4051NREF	$ 15,000.00	
17	Police Patrol	Networked, Scan, Staple Sorte	35	MX3501N	$ 20,000.00	
22	Police Admin	Networked, Staple Sort	32	ARBC320	$ 5,000.00	
11	Parks& Rec	P,S,FNSHR	45	MX4501NREF	$ 9,000.00	
47	Engineering	Networked, Staple Sort	26	ARBC260	$ 9,000.00	
10	AdminServ	Networked, Scan, Staple Sorte	35	MX3501NREF	$ 20,000.00	
1	Legal	P,S,FNSHR	45	MX4501N	$ 9,000.00	
82	Trafiic Operations-821 Dywer			MX2300N	$ 12,000.00	
				Equipment Cost	**$ 80,000.00**	
				Annual Cost Per Copy	**$ 24,000.00**	
	If the City owned the machines the service fee for each copy would be $0.06 for an annual cost of $14,400,000 + cost of machines.					
				Total Machine Investment	**$ 567,500.00**	
				Annual Copy Cost-copies only	**$ 76,800.00**	
				Annual CPC Cost	**$ 154,800.00**	