

Council Meeting of
April 15, 2008

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Police - Authorize a 60-month lease for photocopiers from IKON Office Solutions, Inc., of Los Angeles, California. Expenditure: Not to exceed \$32,000 per year.

RECOMMENDATION

Recommendation of the Police Chief that Council authorize a 60-month lease, for an amount not to exceed \$32,000 per year, to IKON Office Solutions, Inc. of Los Angeles, California, for four photocopiers.

FUNDING

Funding is available in the Police Department operating budget. It is anticipated that funding will be available in subsequent years for the duration of the lease period, however the City is not responsible for the continuation of the lease if funding is not available.

BACKGROUND

Police Department has an immediate need to replace four photocopiers that need constant service and repair. The machines most in need of replacement are both the oldest and the most heavily used copiers in the Department. Staff conducted a series of user meetings to identify needs and create specifications for prospective vendors.

ANALYSIS

In addition to copy production, many copiers can now be used to scan documents for digital storage and transmission. The ability to scan documents and attach them to Spillman files (Public Safety Information System) is one of the Department's requirements. This will allow for better investigative case management, and records archival and retrieval, among other uses. The feature is called eCopy. Initially, priority for assigning the eCopy licenses to users would be given to the investigative divisions and employees who perform desktop publication.

With the assistance of the Purchasing Division and under a cooperative purchase with the County of Los Angeles, the Police Department has obtained pricing for four copiers with 50 user licenses for eCopy software. A lease term of 60 months would cost up to \$32,000 per year for five years. The cost would be offset by \$10,000 per year that is spent to service the existing machines that have been earmarked for replacement.

Although not required, the City may purchase this equipment at the end of the 60-month term for a \$1 buy-out. Staff recommends that the City Council authorize a 60-month lease to IKON Office Solutions, Inc. of Los Angeles, California, with an option to purchase at the end of the lease term. This lease would be a cooperative purchase pursuant to section 22.3.15 of the Torrance Municipal Code, which states:

SECTION 22.3.15. EXCEPTION; COOPERATIVE PURCHASES.

a) The provisions of this Article will not apply to purchases made pursuant to any cooperative governmental purchase program, which purchases will be made in accordance with such procedures and regulations as will be established by the City Manager.

b) For the purposes of this Section, the term cooperative governmental purchase program means any combination between the City of Torrance and any other public agency or public agencies for the joint purchase of property or services.

Respectfully submitted,

JOHN J. NEU
Chief of Police



By Laurie Anderson
Business Manager

CONCUR:



John J. Neu
Chief of Police



LeRoy J. Jackson
City Manager