

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Michael Heslin, Director of Information Technology and Support Services

DATE: May 28, 2019

SUBJECT: Approve a Minor Maintenance Agreement with Innovative Document Solutions for Copier Maintenance and Support

PREPARED BY: Damion Patrick, Assistant Director of ITSS

RECOMMENDATION: That the City Council approve a Minor Maintenance Agreement with Innovative Document Solutions, in an amount not to exceed \$110,000 annually, for a total agreement amount not to exceed \$550,000 for five years for copier maintenance and support, and authorize the City Manager to approve contract change orders up to 10% of the contract amount per year.

BACKGROUND: The City of Temecula currently owns or leases 56 Canon copy machines. The City maintains a third-party contract for the maintenance and support of these machines. This contract includes consumable supplies, and all parts and labor for equipment maintenance and repairs. The existing contract is set to expire June 30, 2019.

On November 16, 2018, the City issued a competitive solicitation for copier maintenance and support via the City's online bidding system, PlanetBids. The solicitation did include the Local Vendor Preference Ordinance language as adopted in July 2012, however, no local vendors proposed. Innovative Document Solutions was selected as the preferred vendor and has previously contracted with the City for these services.

This approval authorizes the City to enter into an agreement with Innovative Document Solutions to provide copier maintenance and support services for all of the City's Canon copy machines.

FISCAL IMPACT: Adequate funds have been budgeted in the Fiscal Year 2019-2020 annual operating budget. Subsequent years will be subject to budget approval.

ATTACHMENTS: Minor Maintenance Agreement