

Tuesday, February 18, 2003

Honorable Mayor and Members of
The Hermosa Beach City Council

Regular meeting of
February 25, 2003

REQUEST TO PURCHASE NEW DIGITAL COPY MACHINE FOR THE POLICE DEPARTMENT

RECOMMENDATION

Staff recommends that Council:

1. Authorize the purchase of a new digital copy machine for the Police Department from the Xerox Corporation of Los Angeles, California for \$12,978.00 (includes tax). Approve contract purchase based upon the State of California Multiple Award Schedule with the Xerox Corporation. Contract number: 03-01-26-0030A
2. Appropriate an amount of \$12,978.00 from the Equipment Replacement Fund.

BACKGROUND

The copy machine assigned to the police department records bureau is approximately 7 years old and has processed over one million copies. The machine has become extremely unreliable and is breaking down weekly. The police department produces approximately 15,000 copies per month and the downtime of this vital piece of equipment is disruptive to department operations. The replacement of this machine is scheduled for the coming fiscal year 2003/2004. However, the breakdowns are now so frequent that the police department can no longer wait until that time.

ANALYSIS

Staff has selected the Xerox Document Center 555 Digital Copier produced by the Xerox Corporation as the new replacement copier. Xerox is the leader in the copier industry. The new generation of Xerox copiers utilizes digital technology that produces higher quality documents. There are fewer moving parts in a digital machine versus the current traditional machine (250 versus 2000 moving/replaceable parts).

It is recommended that the City purchase a new digital copier directly from the Xerox Corporation. The Xerox Corporation does not utilize a distributor network and sells direct to the customer. Xerox offers local government favorable pricing through a State CMAS contract. Under such an arrangement, it is permissible under city rules to make a direct purchase from such a vendor without having to

utilize the RFP process. The CMAS contract provides for the most favorable pricing arrangements for government agencies.

FISCAL IMPACT

Copiers were added to the Equipment Replacement Fund during the fiscal year 2002/2003. The purchase of this copier is scheduled for the coming fiscal year 2003/2004. It is requested that the money be appropriated from the equipment replacement fund at this time to make this purchase.

Respectfully submitted,

Concur:

MICHAEL LAVIN, CHIEF OF POLICE
HERMOSA BEACH POLICE DEPARTMENT

STEPHEN BURRELL
CITY MANAGER

Fiscal Impact:

Viki Copeland, Finance Director