



City Hall, 215 Sycamore St.  
Muscatine, IA 52761-3899  
(563) 264-1550  
Fax (563) 264-0750

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**FINANCE & RECORDS**

## Memo

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director  
Dave Gobin, Community Development Director

Date: April 13, 2016

Re: Request for Lease of New Copier for the Community Development Department

### **Introduction and Background:**

The 5-year lease on the current small copier in the Community Development office is ending this spring. The payment on the current machine is \$57.53 per month plus a \$.0213 per copy charge. With the estimated monthly usage of 4,000 copies, the monthly lease payment and average copy charges total to \$142.94 per month.

The Xerox sales representative provided the City with information on trading the current Work Centre 3550 for a Work Centre 3655X. The Work Centre 3655X is slightly faster than the current machine at up to 47 pages per minute (up from 35 on the current device) and has the same print, copy, fax, and scanning features.

The lease payment on the new copier is higher than the current lease payment at \$67.25 per month. The per copy charge, however, is lower at \$.0129 per copy. With the estimated monthly usage of 4,000 copies, the average monthly lease payment and copy charges total to \$118.85 per month. This is an **average monthly savings of \$24.09 per month.**

### **Recommendation:**

We request City Council authorize entering into the lease for the new copier. Please include this request on the agenda for the April 21, 2016 City Council meeting.

# Lease Agreement



Customer: MUSCATINE, CITY OF

BillTo: CITY OF MUSCATINE  
CITY HALL  
DEPT OF FINANCE  
215 SYCAMORE ST  
MUSCATINE, IA 52761-3839

Install: CITY OF MUSCATINE  
CITY HALL  
BLDG\ZONING  
215 SYCAMORE ST  
MUSCATINE, IA 52761-3839

State or Local Government Negotiated Contract : 072433500

## Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. WC3655X (WORKCENTRE 3655X)	<ul style="list-style-type: none"> <li>- Carrier Deliv/Instal</li> <li>- Mfp Paper Tray-550 Qty:2</li> <li>- Customer Ed</li> <li>- Analyst Services</li> </ul>	Lease Term: 60 months Purchase Option: FMV	- Xerox WC3550 S/N VMA660613 Trade-In as of Payment 61	5/30/2016

## Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. WC3655X	\$67.25	1: BW	All Prints	\$0.0129	<ul style="list-style-type: none"> <li>- Consumable Supplies Included for all prints</li> <li>- Pricing Fixed for Term</li> </ul>
Total	\$67.25	Minimum Payments (Excluding Applicable Taxes)			

## Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page.

Signer: Nancy Lueck

Phone: (563)264-1550

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank You for your business!  
This Agreement is proudly presented by Xerox and

Christine Eruokwu  
(855)350-1553

For information on your Xerox Account, go to  
[www.xerox.com/AccountManagement](http://www.xerox.com/AccountManagement)



## Terms and Conditions

**INTRODUCTION:**

**1. NEGOTIATED CONTRACT.** The Products are subject solely to the terms in the Negotiated Contract identified on the face of this Agreement, and, for any option you have selected that is not addressed in the Negotiated Contract, the then-current standard Xerox terms for such option.

**GOVERNMENT TERMS:**

**2. REPRESENTATIONS & WARRANTIES.** This provision is applicable to governmental entities only. You represent and warrant, as of the date of this Agreement, that: (1) you are a State or a fully constituted political subdivision or agency of the State in which you are located and are authorized to enter into, and carry out, your obligations under this Agreement and any other documents required to be delivered in connection with this Agreement (collectively, the "Documents"); (2) the Documents have been duly authorized, executed and delivered by you in accordance with all applicable laws, rules, ordinances and regulations (including all applicable laws governing open meetings, public bidding and appropriations required in connection with this Agreement and the acquisition of the Products) and are valid, legal, binding agreements, enforceable in accordance with their terms; (3) the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body and hold the offices indicated below their signatures, each of which are genuine; (4) the Products are essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and will be used during the Term only by you and only to perform such function; and (5) your payment obligations under this Agreement constitute a current expense and not a debt under applicable state law and no provision of this Agreement constitutes a pledge of your tax or general revenues, and any provision that is so construed by a court of competent jurisdiction is void from the inception of this Agreement.

**3. FUNDING.** This provision is applicable to governmental entities only. You represent and warrant that all payments due and to become due during your current fiscal year are within the fiscal budget of such year and are included within an unrestricted and unencumbered appropriation currently available for the purchase/maintenance of the Products, and it is your intent to use the Products for the entire term and to make all payments required under this Agreement. If (1) through no action initiated by you, your legislative body does not appropriate funds for the continuation of this Agreement for any fiscal year after the first fiscal year and has no funds to do so from other sources, and (2) you have made a reasonable but unsuccessful effort to find a creditworthy assignee acceptable to Xerox in its sole discretion within your general organization who can continue this Agreement, this Agreement may be terminated. To effect this termination, you must, at least 30 days prior to the beginning of the fiscal year for which

your legislative body does not appropriate funds, notify Xerox in writing that your legislative body failed to appropriate funds and that you have made the required effort to find an assignee. Your notice must be accompanied by payment of all sums then owed through the current year under this Agreement and must certify that the canceled Equipment is not being replaced by equipment performing similar functions during the ensuing fiscal year. You will return the Equipment, at your expense, to a location designated by Xerox and, when returned, the Equipment will be in good condition and free of all liens and encumbrances. You will then be released from any further payment obligations beyond those payments due for the current fiscal year (with Xerox retaining all sums paid to date).

**PRICING PLAN/OFFERING SELECTED:**

**4. FIXED PRICING.** If "Pricing Fixed for Term" is identified in Maintenance Plan Features, the maintenance component of the Minimum Payment and Print Charges will not increase during the initial Term of this Agreement.

**GENERAL TERMS & CONDITIONS:**

**5. REMOTE SERVICES.** Certain models of Equipment are supported and serviced using data that is automatically collected by Xerox or transmitted to or from Xerox by the Equipment connected to Customer's network ("Remote Data") via electronic transmission to a secure off-site location ("Remote Data Access"). Remote Data Access also enables Xerox to transmit to Customer Releases for Software and to remotely diagnose and modify Equipment to repair and correct malfunctions. Examples of Remote Data include product registration, meter read, supply level, Equipment configuration and settings, software version, and problem/fault code data. Remote Data may be used by Xerox for billing, report generation, supplies replenishment, support services, recommending additional products and services, and product improvement/development purposes. Remote Data will be transmitted to and from Customer in a secure manner specified by Xerox. Remote Data Access will not allow Xerox to read, view or download the content of any Customer documents or other information residing on or passing through the Equipment or Customer's information management systems. Customer grants the right to Xerox, without charge, to conduct Remote Data Access for the purposes described above. Upon Xerox's request, Customer will provide contact information for Equipment such as name and address of Customer contact and IP and physical addresses/locations of Equipment. Customer will enable Remote Data Access via a method prescribed by Xerox, and Customer will provide reasonable assistance to allow Xerox to provide Remote Data Access. Unless Xerox deems Equipment incapable of Remote Data Access, Customer will ensure that Remote Data Access is maintained at all times Maintenance Services are being performed.