



City Hall 215 Sumner St
Muscatine IA 52761-3800
(563) 264-1550
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FINANCE & RECORDS

To: Mayor and City Council
From: Nancy A. Lueck, Finance Director
Date: October 30, 2019
Re: Request to Approve Lease for New Finance Copier

Introduction and Background:

The current small copier in the Finance office is under a 5-year lease arrangement that is scheduled to end in December of 2019. The current lease is approximately \$335.18 per month including the average monthly copy/click charges.

The attached proposal for a new Xerox AltaLink B8045H would continue to provide the same copier, printer, and scanning to e-mail capabilities as the current machine. The monthly lease payment, including copy/click charges for the new machine, would be an average of \$176.70 per month. This amount is **\$158.48 (47%)** per month less than the current lease or a savings of **\$1,901.76** annually. The favorable pricing for the new lease is due to the State/Local Government Contract 072715400 which the City was able to use.

Recommendation:

Please include this request to enter into the new Finance department copier lease on the agenda for the November 7, 2019 meeting. Please contact me if you have any questions or need additional information.

Lease Agreement



Customer: MUSCATINE, CITY OF

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

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

State or Local Government Negotiated Contract : 072715400

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. B8045H (XEROX B8045H)	- Offset Catch Tray - Customer Ed - Analyst Services	Lease Term: 60 months Purchase Option: FMV	- Xerox 5945 S/N X76703148 Trade-In as of Payment 60	12/19/2019

Monthly Pricing

Item	Lease Minimum Payment	Meter	Print Charges		Maintenance Plan Features
			Volume Band	Per Print Rate	
1. B8045H	\$115.64	1: Black and White Impressions	All Prints	\$0.0058	- Consumable Supplies Included for all prints - Pricing Fixed for Term
Total	\$115.64	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		Thank You for your business! This Agreement is proudly presented by Xerox and	
Signer: _____	Phone: (111)111-1111	David Whelley (855)621-7140	
Signature: _____	Date: _____	For information on your Xerox Account, go to 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. 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 your network ("Remote Data") via electronic transmission to a secure off-site location ("Remote Data Access"). Remote Data Access also enables Xerox to transmit Releases of Software to you 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 you in a secure manner specified by Xerox. Remote Data Access will not allow Xerox to read, view or download the content of any of your documents or other information residing on or passing through the Equipment or your information management systems. You grant the right to Xerox, without charge, to conduct Remote Data Access for the purposes described above. Upon Xerox's request, you will provide contact information for Equipment such as name and address of your contact and IP and physical addresses/locations of Equipment. You will enable Remote Data Access via a method prescribed by Xerox, and you will provide reasonable assistance to allow Xerox to provide Remote Data Access. Unless Xerox deems Equipment incapable of Remote Data Access, you will ensure that Remote Data Access is maintained at all times Maintenance Services are being performed.

Financial Analysis for CITY OF MUSCATINE

Prepared on 10/2/2019

Current Costs

Trade Items	Agreement Information	Equipment Monthly Payment	Maintenance Monthly Payment	Print Charges						Totals
				Meter	Volume Band	Per Print Rate	AMPV	Above Plan	Meter Charges	
1 5945 X76703148	- Leased 57 of 60 - 12/19/14	\$268.59	Included	TOTAL	1 - 4,000 4,000+	Included \$0.0102	10,528	6,528	\$66.59	\$335.18
Xerox Total		\$268.59	\$0.00				10,528		\$66.59	\$335.18
Grand Total		\$268.59	\$0.00				10,528		\$66.59	\$335.18

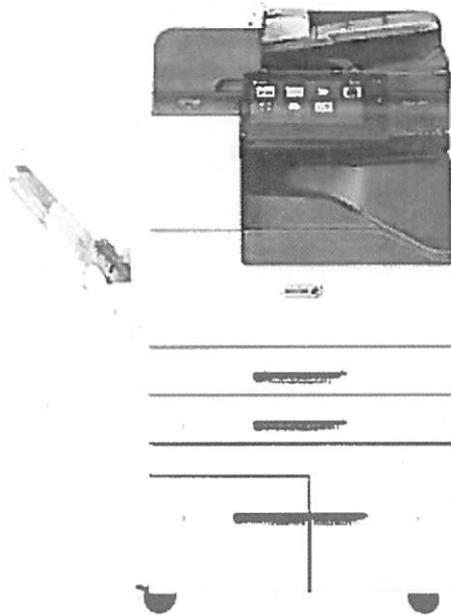
Proposed Costs

New Items	Agreement Information	Equipment Monthly Payment	Maintenance Monthly Payment	Print Charges						Totals
				Meter	Volume Band	Per Print Rate	AMPV	Above Plan	Meter Charges	
1 B8045H (XEROX B8045H)	- Lease - Term: 60 months	\$115.64	Included	1: Black and White Impressions	All Prints	\$0.0058	10,528	10,528	\$61.06	\$176.70
Total		\$115.64	Included				10,528		\$61.06	\$176.70

Monthly Savings	\$158.48
Annual Savings	\$1,901.76
Contract savings	\$9,508.80

xerox™

Xerox® AltaLink® B8000 Family



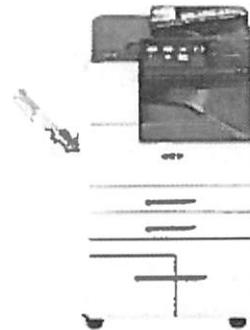
Total width: 34 in (850 mm) Total height: 46 in (1,150 mm) Total depth: 26 in (665 mm)

Dimensions shown are approximate. Please refer to the Installation Guide for exact dimensions

Xerox® AltaLink® B8045

The Xerox AltaLink B8045 is designed with a powerful mix of features, accessories and finishing that help you get more work done in any location, at high volumes and at a speed of 45 ppm.

- Prints up to 1200x1200 dpi, in Black and White.
- Single Pass Duplex Automatic Document Feeder: 200 sheets; Sizes: 4.9 x 5 in. to 11.7 x 17 in. / 125 x 138 mm to 297 x 432 mm.
- Bypass Tray: 100 sheets; Custom sizes: 4.25 x 5.5 to 11 x 17 in. / A6 to A3
- Trays 1-2: 500 sheets each; Custom sizes: 5.5 x 8.5 to 11 x 17 in. / A5 to A3
- High Capacity Tandem Tray: 3,600-sheet total (1,600 and 2,000 sheets); Size 8.5 x 11 in. / A4
- Total capacity 4700 sheets
- Postscript 3, PCL6



Offset Catch Tray

An offset catch tray with capacity of up to 400 sheets of 20 lb. bond / 80 gsm



Print Around

Print Around allows jobs to be held in the queue, if required resources (such as media type, colour or size) are unavailable and permits other jobs in the queue behind the print job to continue. Users can select any available media from any tray at the UI to print their job. If a different media size is selected from that originally selected, the image will be scaled to fit with no image loss.

Searchable PDF

Hardcopies can be scanned in at the device and saved as searchable PDF files. This means that when you store a document locally, it's text-searchable, rather than being just a scanned image. This is exceptionally helpful, when you're looking for documents later on. For example, if you've scanned in recent receipts for business travel, and you need to find a specific piece of information, you can search for it, without opening every receipt to view.

Touchscreen User Interface

A color touchscreen, available in multiple sizes (VersaLink and AltaLink devices). The user interface that sets a higher standard for customisation, ease of use and versatility. The interface provides a "mobile" experience—with support for gestural input and task-focused apps that share a common look and feel—fewer steps are needed to complete even the most complex jobs.

User Interface Customization

Customize the user interface at the device to show/hide apps, re-order them to place those most frequently used at the top of the screen, and even show/hide features or re-order them within apps (e.g. Copy) to maximize productivity for commonly used features

User Permissions

User Permissions give IT and support staff the ability to restrict access to device features—both print and walk up services. Print can be restricted by user, group, time of day and application. Features that can be controlled include usage of color, trays, specific job types and 2 sided printing. You can also enforce two sided printing. Walk up services can be limited to control use of copy, pathways, and tools.

Xerox® Standard Accounting

Xerox Standard Accounting (XSA) tracks the numbers of copy, print, fax and scan jobs that a user can perform. Administrators can print a report which contains all XSA data. Xerox Standard Accounting is a great way to implement cost control at the device level, without the investment in third party software for network level accounting capabilities.

Xerox® App Gallery

ConnectKey-enabled MFP's can be customized by downloading Apps from the Xerox App Gallery, including Print from/Scan to: Google Drive®, Microsoft® OneDrive®, DropBox™, Microsoft Office 365, Box, Xerox® DocuShare® and MobileLink, EasyTranslator and many more. Visit www.xerox.com/appgallery for a growing selection of apps.



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