



Board of Alderman Request for Action

MEETING DATE: 12/7/2021

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1002, Awarding Bid No. 22-03 for the purchase of a large format plotter

RECOMMENDED ACTION:

A motion to approve Resolution 1002, awarding Bid No. 22-03 to SumnerOne for the purchase of a large format plotter in an amount of \$7,707 and authorizing the City Administrator to enter into a Service Agreement with SumnerOne.

SUMMARY:

Proposals for the purchase of a Large Format Plotter, RFP 22-03, were received and opened on November 30, 2021. The RFP requested that the large format printer have plotting, printing, copying, and scanning capabilities. The agreement includes the purchase, installation, training, and warranty.

The City reached out to multiple firms and placed the bid proposal on the City's website.

The City received three submissions:

Firm	Equipment	Purchase Price	Lease Price
Canon Solutions America, Inc.	36" imagePROGRAF TX-3100 MFP Z36	\$9,697.92 (with second paper roll) \$8,874.00 (single roll)	60 Month Lease: \$183/mo. (with second paper roll) \$167/mo. (single roll)
Drexel Technologies	HP Designjet T2600 PS MFP	\$7,950 (single roll)	36 Month Lease + 1 year Warranty: \$238/mo. 36 Month Lease + 3 year Warranty: \$279/mo. 48 Month Lease + 1 year Warranty: \$188/mo.

			48 Month Lease + 4 year Warranty: \$236/mo.
SumnerOne	TM-300 MFP Z36	\$7,707 (single roll)	60 Month Lease: \$163.77/mo.
	IPF TX-3100 Z36 w/ MFR & Stacker	\$9,397.00 (with second paper roll)	60 Month Lease: \$198.24/mo.

Based on this information, it is less expensive to purchase the equipment rather than lease the equipment.

Staff recommends proceeding with SumnerOne for the purchase of the large format plotter. This price includes delivery and installation, training, and the one-year manufacturer's warranty.

SumnerOne submitted a Service Agreement which includes ink, printheads, and maintenance cartridges. The Service Fee is an all-inclusive contract which includes everything but media. The total cost for the Service Agreement depends on actual usage of the printer, so the costs could vary from year to year. The service agreement and printing costs will be funded by the department operating budgets.

The cost break down is below:

- Base Charge is \$50 per month to include all parts and labor
- Plus square foot cost:
 - \$0.14 Category A Cost Per Square Foot
 - \$0.22 Category B Cost Per Square Foot
 - \$0.39 Category C Cost Per Square Foot
 - \$0.70 Category D Cost Per Square Foot
 - \$0.70 Category E Cost Per Square Foot

Staff recommends purchasing the Canon TM-300 MFP Z36 printer and scanner from SumnerOne based on lower initial costs for the plotter itself, lower long-term costs for replacement ink and paper, and additional service support provided by SumnerOne.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

The purchase of the large format plotter is in the FY22 budget. The Service Agreement will be funded by the FY22 operating budgets and will be included in future budgets when an average use is determined.

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1002

A RESOLUTION AWARDING RFP 22-03 TO SUMNERONE FOR THE PURCHASE OF A LARGE FORMAT PLOTTER AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A SERVICE AGREEMENT WITH SUMNERONE.

WHEREAS, the FY2022 Budget includes funds to purchase a large format plotter, and

WHEREAS, staff has conducted a bid process as outlined in the City Purchasing Policy, and

WHEREAS, after review of the bids, staff has made the recommendation to accept the lowest and best bid received as being the most advantageous to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT Bid #22-03 is hereby awarded SumnerOne and the Mayor is authorized and directed to enter an agreement with SumnerOne for the purchase of a large format plotter in an amount not to exceed \$7,707.

THAT the City Administrator is authorized and directed to enter a Service Agreement with SumnerOne.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 7th day of December 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk