

Purchasing Summary

EVENT # 5399	TITLE: Multi-Function Copier Equipment	ESTIMATED COST: \$288,055
TYPE OF PROCUREMENT: Bid	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) Contract expires January 27, 2022		
MATRIX (IF APPLICABLE) N/A		
NOTES		
<p>Recommend approval to renew an annual contract for multifunction copier equipment with Automated Business Resources, Inc. (ABR) for up to \$288,055. The City of Savannah will use this contract to distribute multifunction devices throughout City offices. These devices will be connected to the City’s network and will provide printing, copying, scanning, and faxing functions. There are approximately 275 copiers in use for City personnel and the devices are removed and replaced with current models according to a yearly replacement/upgrade schedule.</p> <p>The monthly fees are based on volume of each copier. The cost per copy for black and white is \$.0147 and for color is \$.0630. The estimated annual amount for this contract is based each year on historical use. This contract includes copiers, toner cartridges, printers, scanners, maintenance and normal repairs.</p> <p>This contract was originally bid and approved by Council on November 9, 2017. This is the third of four renewal options available.</p> <p>Automated Business Resources, Inc. ^(B) Savannah, GA \$288,055</p> <p>(B) Indicates local, non-DBE business. <u>Recommend approval.</u></p>		