



# City of Rialto

## Legislation Text

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For City Council Meeting [December 10, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Administrator

FROM: Mark P. Kling, Chief of Police

Request City Council to Approve the Purchase of a Konica Minolta AccurioPrint Copy Machine from Konica Minolta in the Amount of \$25,967.75.

### **BACKGROUND**

Records personnel are required to copy and scan a high volume of paper documents as part of their daily functions. A copy machine that can handle an exhaustive flow of paper documents without frequent machine failures will ensure efficiency in this necessary function.

### **ANALYSIS/DISCUSSION**

The Rialto Police Department Record's copy machine is a necessary piece of equipment for copying and scanning a high volume of paper documents. Unfortunately, the current copy machine continuously experiences support issues causing delays in the important functions needed by Record personnel. In the last ten months, 13 maintenance incidents were identified requiring servicing by means of an annual maintenance agreement. Due to the frequency of the service calls, the annual maintenance agreement has become more expensive each renewal year.

Copy machine infrastructure is not limited solely to Konica Minolta equipment for the City or Police Department's copier needs. However, for continuity purposes, the department prefers Konica Minolta copy machines. On November 5, 2019, Konica Minolta issued a proposal to the City of Rialto for the purchase of 1 (one) AccurioPrint C3070I copy machine, fully equipped as stated in attached quote, for \$24,100.00, plus sales tax, for a total cost of \$25,967.75. Pricing for this equipment is a Piggyback Purchase off the County of San Bernardino's approved Contract Number 15389 A-1. A copy of the sales quotation is included as **Attachment A**.

### **Piggybacking Purchasing**

On July 1, 2015, following their County's Procurement Policy, the County of San Bernardino approved Contract Number 153859 A-1 for the purchase of copy machines from Konica Minolta. The County of San Bernardino purchasing contract has been extended to June 30, 2020 (**See Attachment B**).

The City of Rialto Municipal Code Section 2.48.210 General - Cooperative Purchasing Agreements (Piggybacking) states:

*"Where advantageous for the City, the Purchasing Manager is authorized to purchase supplies,*

*materials, equipment and contractual services through legal contracts of other governmental jurisdictions or public agencies without further contracting, solicitation, or formal bidding, provided such practice otherwise complies with state law. This practice is commonly referred to as “piggybacking.” Utilization of cooperative purchasing agreements must include:*

- a) Minimal change in specifications from original bid.*
- b) Copy of the request for bids and all bids received for the subject item(s) by the originating agency.*
- c) Authorization from the originating agency to use the bid.*
- d) Authorization and agreement from the vendor to supply the supplies, materials, equipment or services in accordance with the terms of the bid.*
- e) Utilization of CMAS, GSA, or “County established contracts.”*

### **ENVIRONMENTAL IMPACT**

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Quality Act (CEQA). A “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

- 1) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making
- 2) Organizational or administrative activities of governments that will not result in direct or in direct physical changes in the environment.

### **GENERAL PLAN CONSISTENCY**

The City of Rialto has outlined key goals and objects relating to public safety. The purchase of this technology is in consistence with meeting these objectives.

**Goal 5-8: Provide effective and comprehensive policing services that meet the safety needs of Rialto.**

### **LEGAL REVIEW**

The City Attorney has reviewed and supports this staff report.

### **FINANCIAL IMPACT**

#### **Operating Budget Impact**

This report does not impact the City’s Operating Budget.

#### **Capital Improvement Budget Impact**

Budget is available in the amount of \$9,500 in Capital Account No. 300-500-6284-3030 and \$16,467.75 in Asset Forfeiture Capital Account No. 219-500-6091-3030 for the total needed funding amount of \$25,967.75 for the purchase of an AccurioPrint C3070I from Konica Minolta.

Per Rialto Municipal Code Section: 2.48.145 a vendor disclosure form is attached.

Licensing

This action does not trigger a requirement for a business license.

**RECOMMENDATION**

Staff recommends that the City Council authorize the purchase of a Konica Minolta AccurioPrint C3070I copy machine from Konica Minolta in the amount of \$25,967.75.