



TO: Honorable Mayor & Members
Fort Lauderdale City Commission

FROM: Lee Feldman, City Manager

DATE: December 4, 2012

TITLE: Motion to approve a forty-eight month lease of a full color digital press –
Invitation to Bid 732-11103 - \$92,398.08 four year total

Recommendation

It is recommended that the City Commission approve a forty-eight month lease of a full color digital press from Konica Minolta Business Solutions U.S.A., Inc. in the estimated amount of \$92,398.08, per Invitation to Bid 732-11103, contingent upon approval and appropriation of funds.

Background

The City's Print Shop provides all City printed forms, brochures, stationery, informational mail materials, newsletters, posters, sensitive documents, etc. for City departments and provides revenue generating printed materials for neighborhood and civic associations and non-profit organizations.

Due to the limitations of the City owned 2 color offset press and to control the rising costs of printed materials, while researching cost effective print methods, the Print Shop began outsourcing four color work in March 2012. The expenditure for seven months was \$28,764 or \$4,109 per month for seven months. The digital press will reduce this amount to \$2,677 per month. The reduced cost is calculated using the lease payment, maintenance/click charge and the paper costs to realize an additional monthly savings of \$1,432 or \$17,184 annually. Further savings would be realized on the numerous one-time four color print requests by departments and customers on a monthly basis.

Konica Minolta was the lowest bidder with the forty-eight month lease total of \$53,998.08 plus click/maintenance charges, estimated at 960,000 clicks for forty-eight months at .04 per click totaling \$38,400 (billed on an actual basis).

Resource Impact

There is a fiscal impact to the City in the annual amount of \$23,099.52.

Funding for this item is available in FY 2013, FY 2014, FY 2015 and FY 2016 in Central Services Fund 581, ITS020103 contingent upon approval and appropriation of the annual

budgets.

FUNDS AVAILABILITY LOCATION:

FISCAL YEAR	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJECT	SUB OBJECT NAME	AMOUNT
2013	581	01	CENTRAL SERVICES	ITS020103	PUBLISHING SERVICES	3304	OFFICE EQ RENT	\$ 23,099.52
2014	581	01	CENTRAL SERVICES	ITS020103	PUBLISHING SERVICES	3304	OFFICE EQ RENT	\$ 23,099.52
2015	581	01	CENTRAL SERVICES	ITS020103	PUBLISHING SERVICES	3304	OFFICE EQ RENT	\$ 23,099.52
2016	581	01	CENTRAL SERVICES	ITS020103	PUBLISHING SERVICES	3304	OFFICE EQ RENT	\$ 23,099.52
TOTAL								\$ 92,398.08

Attachment

Exhibit 1 – Bid Tabulation 732-11103

Prepared By: Richard Ewell, Procurement Specialist II
Carrie Keohane, Administrative Assistant I

Department Director: Mike Maier, Information Technology Services