

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 02/25/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Item Number: <u>C-7</u>                                                                |  |
| <b>AGENDA ITEM: Approval of the Proposal from Steven Enterprises for the Purchase of a Replacement Copier/Plotter/Scanner Unit.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                        |  |
| Contact Person/Dept.: Gaspar/PW,<br>Garcia/PW, and Johnson/B&S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Phone Number: (310) 253-5633 and (310)<br>253-5602                                     |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification: Master Notification List (02/20/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                        |  |
| Department Approval:<br>Charles D. Herbertson (02/13/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (02/19/08)                       |  |
| Fiscal Impact Review:<br>Jeff Muir (by N. Kimball) (02/20/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | City Manager Approval:<br>Jerry B. Fulwood (02/21/08)                                  |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approve the proposal from Steven Enterprises, Inc. for the purchase of a replacement 36-inch wide copier/plotter/scanner unit in the amount of \$19,913.</p> <p><b><u>BACKGROUND:</u></b></p> <p>The purchase of the existing Copier/Scanner/Plotter unit was approved by the City Council in 2001 in the amount of \$45,000. The purchase was made after an exhaustive research of a unit that met the City's needs for the next five years. After more than six years of highly productive use, the original Copier/Scanner/Plotter Unit is marginally operational and in need of frequent repairs. The maintenance contract expired at the end of 2007. The manufacturer, as of calendar year 2008, is no longer renewing contractual maintenance service on this model Copier/Scanner/Plotter due to it being phased out of service.</p> <p><b><u>DISCUSSION:</u></b></p> <p>Since its installation, a significant on-line library of critical sewer drawings, infrastructure drawings, street improvements, building plans, utility plans, and other miscellaneous plans have been accumulated. The library contains approximately 50,000 scanned record drawings. Additionally, some of these scanned images have formed the foundation for an easy-to-use on-line application that assists staff and the public to locate sewer drawings. This digital resource saves research time that</p> |  |                                                                                        |  |
| C7-1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                        |  |

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would be spent on paper research. The on-line application continues to be upgraded with new drawings available for the public. The scanner/plotter has become an integral part of the daily operations of the Engineering Division for research and production of drawings for the public and staff.

Staff proposes the purchase of a KIP 3000 Copier/Plotter/Scanner. KIP America is the manufacturer of the existing unit and the proposed unit. The KIP 3000 model meets all the needs of the previous model and has the enhancements of current technology. Staff visited the KIP America showroom in Irvine and had a demonstration of its usage. The 3000 model is very capable of meeting Engineering and Building and Safety's needs for scanning and copying plans in a much more user friendly and efficient manner than the existing unit. Here are some highlights of the proposed unit:

- Intuitive touch screen graphic user interface
- Prints four 24" x 36" plots per minute
- Resolution of 600 x 600 dots per inch
- Real-time preview on-screen prior to printing
- Capacity for two paper rolls
- Fully integrates into our existing network
- Improved de-speckling a poor original at time of scanning
- Resizes rapidly to print to a larger or small document
- A single integrated foot print (scanner and plotter are on the same footprint)

A proposal was received from KIP America and another proposal from Steven Enterprises for the model. Other companies were contacted but did not respond. KIP America and Steven Enterprises submitted bids for the same unit. After evaluation, Steven Enterprises' bid for the KIP 3000 is \$19,913 (including sales tax) and is less than KIP America's bid of \$22,309.50. Staff recommends that the City Council approve the purchase of a KIP 3000 Copier/Plotter/Scanner from Steven Enterprises. This particular KIP model is the highest selling model in the country by KIP America. Over 10,000 have been sold since it was introduced to the market about one year ago.

City Code Section 3.07.015 allows purchases and contracts for supplies or equipment less than \$20,000 to be by an informal bid process.

The purchase of this product has been reviewed and is supported by the Information Technology Department and Building and Safety Division.

**FISCAL ANALYSIS:**

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Staff proposes that the purchase of the KIP 3000 Copier/Plotter/Scanner unit be paid by the 4% technology surcharge account. Purchase of this equipment is consistent with the purpose of this account, which has sufficient funds for this purchase. The Annual maintenance will be paid from the same account and is estimated to be about \$2,100 a year.

The technological improvements included in this newer model will also serve to enhance staff efficiency and allow staff to continue enhancing the City's already extensive on-line library of drawings for staff and the public.

**ATTACHMENTS:**

1. Steven Enterprises Proposal for the KIP 3000

**MOTION:**

That the City Council:

1. Approve the proposal submitted by KIP America for the purchase of a 36-inch wide KIP 3000 Copier/Plotter/Scanner unit, and
2. Authorize the City Attorney to review/prepare the necessary documents and authorize the City Manager to execute such documents.