



# City of Culver City

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## Staff Report

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**File #:** 25-07, **Version:** 1

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**CC - CONSENT ITEM:** Authorization of an Additional Expenditure under the Existing Lease and Maintenance Agreement with Konica Minolta for Citywide Multifunction Device Managed Print Maintenance Services in an Amount Not-to-Exceed \$75,000 in Fiscal Year 2023-2024 and an Amount Not-to-Exceed \$86,250 in Fiscal Year 2024-2025.

**Meeting Date:** July 8, 2024

**Contact Person/Dept:** Michele Williams/Information Technology Department

**Phone Number:** (310) 253-5950

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Attachments:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (07/02/2024)

**Department Approval:** Michele Williams, Chief Information Officer (06/26/2024)

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### **RECOMMENDATION**

Staff recommends the City Council authorize an additional expenditure under the existing lease and maintenance agreement with Konica Minolta for citywide multifunction device managed print maintenance services in an amount not-to-exceed \$75,000 in Fiscal Year 2023-2024 and an amount not-to-exceed \$86,250 in Fiscal Year 2024-2025.

### **BACKGROUND/DISCUSSION**

The City utilizes multi-function devices providing copier, fax and scanning services for business operations throughout various departments. The Information Technology Department initiated a project in 2019 to replace the City's fleet of bizhub® devices as the then-current fleet was over ten years old and had reached the end of its useful life. Many units required frequent repair with some out of order entirely, resulting in lost staff time and increased cost of operation for machine use.

On July 8, 2019, City Council approved a five-year agreement with Konica Minolta to lease 42 multifunction devices along with providing ongoing maintenance which included toner, equipment repair, supplies (excluding paper), preventative maintenance and parts, on-site proactive service and support with guaranteed service level response times, detailed account usage and a simplified billing

process over the term of the agreement.

The lease agreement requires the City to have an ongoing maintenance agreement with Konica in place. The lease also includes a \$1 per unit buyout at the end of the lease. The City intends to buy the units at the end of the term as that is the most economical option because the units will not be at end-of-life for another 3-5 years. It is highly recommended to retain the ongoing maintenance agreement after the purchase of the units.

In Fiscal Year 2023-2024, the invoices to be paid under the existing agreement exceeded the administrative expenditure threshold due to increased usage and the addition of new units. As a result, staff requests City Council to continue payments for the maintenance agreement and authorize an additional expenditure under the existing agreement with Konica Minolta in an amount not-to-exceed \$75,000 in Fiscal Year 2023-2024 and an amount not-to-exceed \$86,250 in Fiscal Year 2024-2025.

### **FISCAL ANALYSIS**

The Revised Budget for Fiscal Year 2023-2024 includes sufficient funding in Account No. 10124200.600200 (Information Technology Department - Equipment Repairs & Maintenance) for the prior fiscal year expenditures which includes ongoing maintenance and support of the Konica fleet. The Adopted Budget for Fiscal Year 2024-2025 also includes sufficient funding for these expenditures in the same account number (10124200.600200). The account can be found in the General Government section of the budget in the Information Technology Department pages.

### **ATTACHMENTS**

None.

### **MOTION**

That the City Council:

Authorize an additional expenditure under the existing lease and maintenance agreement with Konica Minolta for citywide multifunction device managed print maintenance services in an amount not-to-exceed \$75,000 in Fiscal Year 2023-2024 and for an amount not-to-exceed \$86,250 in Fiscal Year 2024-2025.