

ORDINANCE NO. 1595

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A 60-MONTH LEASE AND SERVICE AGREEMENT WITH PACIFIC OFFICE AUTOMATION

WHEREAS, the City of Canby desires to update and consolidate its copiers and services under a single 60-month lease contract;


WHEREAS, this consolidated proposal to bring many City of Canby departments into the same contract with Pacific Office Automation will save costs and efficiencies; and

WHEREAS, the Pacific Office Automation quote utilizes US Communities, which is nationally pre-bid pricing that any government or educational institution can use to ensure the best pricing.

NOW, THEREFORE, THE CITY OF CANBY, OREGON, ORDAINS AS FOLLOWS:

Section 1. The City Administrator is hereby authorized on behalf of the City to enter into a 60-month lease agreement with Pacific Office Automation for office copiers and services. A copy of the Scope of Leased Equipment is attached hereto as Exhibit "A."

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, April 19, 2023, ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, May 3, 2023, commencing at the hour of 7:00 PM in the Council Chambers located at 222 NE 2nd Avenue, 1st Floor Canby, Oregon.



Maya Benham
City Recorder

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 3rd day of May 2023, by the following vote:

YEAS 6 NAYS 0



Brian Hodson
Mayor

ATTEST:



Maya Benham
City Recorder



Current Set-up

Department
<i>Developmental Services</i>
Equipment:
Ricoh MP C6004ex

Department
<i>Finance</i>
Equipment:
Sharp MX-5070N

Department
<i>Transit</i>
Equipment:
Canon iRAC5550i

Department
<i>Public Works</i>
Equipment:
Ricoh MP C3004ex

Department
<i>Administration</i>
Equipment:
Sharp MX-5070N

Current Expense
\$1,481.33 / month

New Equipment

Department
<i>Developmental Services</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Booklet Finisher

Department
<i>Finance</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Booklet Finisher

Department
<i>Transit</i>
Equipment Configuration
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Staple Finisher
Hole-Punch

Department:
<i>Public Works</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning
Staple Finisher
Hole-Punch

Department:
<i>Administration</i>
Equipment Configuration:
Ricoh IM C4500 (45 PPM)
Fax
4 x 550-Sheet Paper Trays
OCR Scanning

New Expense

Monthly Cost:
\$1,280.00
Term Length:
60 months

Service CPC:
Cost Per Copy *see below
\$0.0077 per B/W image
\$0.0499 per Color image

Notes
1. Cost off all equipment not to exceed \$1,280/month
2. CPC cost noted above to cover all equipment
3. Term length of 60 months for all equipment
4. Equipment configurations based on Department Requests Survey
5. US Communities is nationally pre-bid pricing that any government or educational institution can use to ensure best pricing

AFFIDAVIT OF POSTING

STATE OF OREGON)
)
County of Clackamas) ss:
)
CITY OF CANBY)

I, Maya Benham, being first duly sworn, depose and say that I am the City Recorder for the City of Canby, Clackamas County, Oregon, a City duly incorporated under and by virtue of the laws of the State of Oregon.

That on the 19th day of April, 2023 the Council for said City of Canby held a Regular City Council Meeting, at which meeting Ordinance No. 1595 was read for the first time and passed by the vote of said Council and was then and there ordered posted in at least three (3) public and conspicuous places in said City for a period of five (5) days prior to the second reading and final vote on said Ordinance, as provided in Section 2 of Chapter 8 of the Charter of the City of Canby, and

Thereafter, on the 20th day of April, 2023, I personally posted said Ordinance in the following three (3) conspicuous places, all within the said City of Canby, to wit:

- 1. Canby Civic Building
- 2. Canby Post Office
- 3. City of Canby Web Page

That since said posting on the date aforesaid, the said Ordinance will remain posted in the said three (3) public and conspicuous places continuously for the period of more than five (5) days and until the very 3rd day of May, 2023.

Maya Benham
Maya Benham, City Recorder

Subscribed and sworn to before me this 18 day of April, 2023.

Melisse Biset
Notary Public for Oregon
My Commission Expires:

