



Local Agency Formation Commission of Napa County
Subdivision of the State of California

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We Manage Local Government Boundaries, Evaluate Municipal Services, and Protect Agriculture

Agenda Item 5e (Consent/Action)

TO: Local Agency Formation Commission

PREPARED BY: Brendon Freeman, Executive Officer

MEETING DATE: August 1, 2016

SUBJECT: Xerox Copy Machine Lease Agreement

RECOMMENDATION

It is recommended the Commission authorize the Executive Officer to sign an agreement with Xerox to enter into a new lease agreement that includes a replacement copy machine for a period of 60 months.

SUMMARY

The Commission leases a Xerox copy machine that is outdated and eligible for replacement. The lease agreement was entered into in July 2010. Annual expenses associated with the machine include the baseline lease agreement along with print charges, which collectively total approximately \$4,943 for the existing machine. Staff recently met with a Xerox representative and identified an option for a replacement machine that would retain existing service functions and capabilities. The new machine would be leased for 60 months and represent an approximate \$3,272 annual expense as shown in Attachment One. Annual savings associated with the new machine would total approximately \$1,671.

The new machine and lease agreement are considered “goods” and represent a new transaction. The Executive Officer is delegated purchasing authority on behalf of the Commission for goods and supplies not to exceed \$3,000 per transaction under the *Policy on Executive Officer Purchase Authority* (Attachment Two). Given that the annual costs associated with replacing the machine total \$3,272, the new lease agreement requires Commission approval.

ATTACHMENTS

- 1) Xerox Copy Machine Financial Analysis
- 2) Policy on Executive Officer Purchase Authority

Greg Pitts, Vice Chair
Councilmember, City of St. Helena

Juliana Inman, Commissioner
Councilmember, City of Napa

Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Diane Dillon, Chair
County of Napa Supervisor, 3rd District

Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District

Keith Caldwell, Alternate Commissioner
County of Napa Supervisor, 5th District

Brian J. Kelly, Commissioner
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Brendon Freeman
Executive Officer

Financial Analysis for LAFCO OF NAPA COUNTY
Prepared 7/14/2016

Current Costs											
Trace Items	Agreement Information	Equipment Monthly Payment	Maintenance Monthly Payment	Mater	Volume Band		Per Print Rate		Print Charges		Totals
					All Prints	All Prints	\$0.0190	\$0.1304	AMPY	Above Plan	
1 WC7428P PBB017852	- Leased 68 of 59 EXTEND - 07/28/10	\$337.95	Included	BW CLR	All Prints	All Prints	\$0.0190	\$0.1304	1,284	380	\$24.40 \$49.55
Xerox Total		\$337.95	\$0.00						1,664		\$73.95
Grand Total		\$337.95	\$0.00						1,664		\$73.95

Proposed Costs											
New Items	Agreement Information	Equipment Monthly Payment	Maintenance Monthly Payment	Mater	Volume Band		Per Print Rate		Print Charges		Totals
					All Prints	All Prints	\$0.0129	\$0.0790	AMPY	Above Plan	
1 W7830P (W7830P PRINTR 3TRAY)	- Lease - Term: 60 months	\$226.08	Included	1: BLACK 2: COLOR	All Prints	All Prints	\$0.0129	\$0.0790	1,284	380	\$16.56 \$30.02
Total		\$226.08	Included						1,664		\$46.58

Monthly Savings \$139.24
Annual Savings \$1,670.88
Contract savings \$8,354.40



LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY

Policy on Executive Officer Purchasing Authority

(Adopted: February 26, 2004; Last Amended: October 6, 2014)

Pursuant to Government Code Section 56380, the Commission shall make its own provision for necessary quarters, equipment, supplies and services. The associated operating costs are provided for through the Commission's adoption of its annual budget in the manner prescribed in Government Code Section 56381.

It is the intent of the Commission to charge the LAFCO Executive Officer with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services. The policy of the Commission is:

1. The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of goods, equipment, and services in accordance with applicable laws, regulations and policies.
2. The Executive Officer is authorized to act as the agent for LAFCO in procuring personal property and services.
3. Only the Commission itself or the Executive Officer may commit LAFCO funds for the purchase of any goods, supplies or services for LAFCO use.
4. The Executive Officer is delegated purchasing authority on behalf of LAFCO for goods and supplies not to exceed \$3,000 per transaction and purchasing authority for services not to exceed \$5,000 aggregate per vendor. The Commission must approve any purchase of goods, supplies and services that exceed the monetary limits set forth in this paragraph.