



Legislation Text

File #: 13-0703, **Version:** 1

Resolution to Approve Amendment No. 1 to Service and Support Agreement with Hasselbring-Clark (\$25,000.00/year)

Attached for your review and approval is a resolution to approve a contract amendment with Hasselbring-Clark to increase the per year maximum compensation amount of the contract to from \$20,000.00 to \$45,000.00 per year with Hasselbring-Clark for printing costs and service.

Hasselbring-Clark was awarded a 3-yr contract to provide services and support for the City's Canon multifunction copiers (currently numbering 46) in 2010 with a per year maximum compensation amount of \$20,000.00. The contract provided for an additional 3-yr extension on the same terms.

Given the size of this contract, each department was delegated the ability to pay for its' copying charge. However, in reviewing actual expenditures, staff determined the initial estimate of copying costs was too low, so City staff is requesting that the NTE/per yr amount be increased during the extension period. Going forward this contract and all the expenditures will be monitored centrally in IT. This change is acceptable to Hasselbring- Clark.

Funds in the amount of \$45,000.00 have already been budgeted for printing costs in approved department budgets FY 2013 and 2014 and will be budgeted in the various department budgets for 2015.

Prepared by: Paul Fulton, Service Delivery Manager

Reviewed by: Tom Crawford, CFO/Finance and Administrative Services Area Administrator

Approved by: Steven D. Powers, City Administrator

Whereas, Hasselbring-Clark and the City of Ann Arbor have entered into an agreement for printing support services;

Whereas, The City of Ann Arbor printing needs is greater than originally anticipated;

Whereas, City Administration, based on current printing needs, recommends the amendment of the existing contract with Hasselbring-Clark to increase the current expenditure cap of \$20,000.00 to \$45,000.00 per year on printing and service costs; and

Whereas, The increased per year funds have been budgeted in department budgets for FY 2013 and FY 2014 and will be included in department budgets for FY 2015;

RESOLVED, That City Council approve Amendment No. 1 to the Service and Support Agreement with Hasselbring-Clark to increase the NTE/per year to \$45,000.00 for the remainder of the contract term;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the amendment after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this Resolution without regard to fiscal year.