



## Legislation Details (With Text)

**File #:** HCC-419-  
FY23      **Version:** 1      **Name:**

**Type:** Consent Item      **Status:** Agenda Ready

**File created:** 5/30/2023      **In control:** City Council

**On agenda:** 6/5/2023      **Final action:**

**Title:** Printer Copier Lease Approval

**Sponsors:** City Administrator

**Indexes:** Contract

**Code sections:**

**Attachments:** 1. RFP\_ADM12052022 Printer Copier Lease

Date	Ver.	Action By	Action	Result
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Submitted by: Consuella Barbour  
Submitting Department: Administration  
Agenda Section: Consent

**Item Title:**  
**Printer Copier Lease Approval**

**Suggested Action:**  
I move that the Mayor and City Council approve and authorize the City Administrator to enter into a lease with Doceo for printers and copiers in the city for a contract not to exceed 48 months, upon the review and approval by the City Attorney for legal sufficiency.

**Summary Background:**  
The City of Hyattsville is scheduled to replace existing multi-function and desktop printers and copier machines in July 2023. The devices are leased equipment and are networked to support the City’s general operations and are located within closed office buildings; the City’s main administrative office at 4310 Gallatin Street and the City Department of Public Works Operations Yard at 4633 Arundel Place, Hyattsville. The lease will also cover the new police department when it comes online through an amendment to the lease.

An RFP solicitation was released for firms to respond to the needs of the city. The firms were evaluated on the general profile and qualifications of the firm; it’s technical proposal; it’s customer service references; and the costs proposed.

Doceo was the most responsive and responsible bidder at both the 36- and 48-month lease price points.

**Next Steps:**  
Recommend Approval

**Fiscal Impact:**  
Equipment costs are estimated at \$30,000 annually and usage costs will fluctuate based on the number of copies used.

**City Administrator Comments:**

Click or tap here to enter text.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

Pending