



## CC Regular Meeting

# AGENDA ITEM REPORT

**Meeting:** April 1, 2025  
**Title:** Xerox Copier Lease and Managed Print Service Agreement  
**Presented by:** Angel Carrillo, Deputy City Manager  
**Recommendation:** Authorize the City Manager to Execute an Agreement with PEAC Solutions and Excel Office Services to Provide Copiers and Managed Print Services.

### EXECUTIVE SUMMARY:

The City currently has four Xerox copiers on contract that will expire at the end of this month. There are two at City Hall, one at the Public Works yard and one servicing Parks and Recreation. The new contract will replace the existing copiers with new models.

### BACKGROUND:

The City currently has four Xerox Copiers, two at City Hall, one at the Public Works yard, and one at Parks and Recreation. The current monthly cost of the four copiers is \$676 for the lease financed with Xerox Financial Services. Additionally, there is a Managed Print Services contract with Excel Office Services at a rate of \$10 base monthly charge per machine and a per page print cost ranging from \$.0.0092 to \$0.0717.

### DISCUSSION:

The City's copier needs have been serviced well by the existing contracts. Recently PEAC Solutions took over Xerox Financial Services lease contracts. Staff is recommending moving forward with PEAC Solutions for the commercial equipment lease agreement on the four copiers and Excel Office Services to provide the Managed Print Services contract. The cost for the lease agreement will remain the same as the last contract at \$676 per month and the managed print services contract will see a slight reduction in per print charges identified in Attachment A.

This agreement falls under Sourcewell's cooperative purchasing contract, which allows the City to leverage a competitively bid contract for cost-effective procurement. Peak/Excel is an approved supplier under Sourcewell's cooperative purchasing program (see Attachment B). Sourcewell, formerly known as the National Joint Powers Alliance (NJPA), is a government agency service cooperative available to educational institutions, government entities, non-public schools, and nonprofit organizations. As a participating member of Sourcewell (Member ID#93699), the City of Covina is authorized to utilize Sourcewell's competitively bid cooperative purchasing agreements.

### FISCAL IMPACT:

The fiscal impact for the 60-month lease including the Managed Print Services will be a total monthly cost of up to \$1050.00, \$12,600 annually and a five-year total of \$63,000.

### CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Angel Carrillo". The signature is written in black ink on a light-colored background.

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Angel Carrillo  
Deputy City Manager