



Bismarck Airport

DATE: May 10, 2022
FROM: Gregory Haug, Airport Director
ITEM: Consider Lease of Canon Copier/Printer using North Dakota State Bid.

REQUEST:

Consider Lease of Canon Copier/Printer using North Dakota State Bid.

Please place this item on the May 24, 2022, City Commission meeting agenda.

BACKGROUND INFORMATION:

Bismarck Airport has a lease expiring September 30, 2022, with Advanced Business Methods for their Canon Copier/Printer. The airport's admin staff uses this copier/printer daily for various office tasks. Ordinance 7-01-03 paragraph 5 allows purchases through ND Co-operative Purchase State Contract #131 upon approval of the City Commission. Airport staff would like to lease a new Canon copier/printer commencing October 1, 2022, or when the new unit is placed into service. The new unit has the same functionality as the existing one, and the lease cost will decrease by approximately \$20 per month. Funds for this purchase are in the approved airport spending plan. Enclosure 1 is the Bid Response Form from the ND State Website, highlighting the equipment and prices.

RECOMMENDED CITY COMMISSION ACTION:

Approve the lease of a Canon copier/printer from Advanced Business Methods for a total cost of \$15,618.60 over the period of 5 years and allow staff to enter into contracts for the lease.

STAFF CONTACT INFORMATION:

Greg Haug | Airport Director | 701-355-1800 | ghaug@bismarcknd.gov

Enclosures:

1. Bid Response Form



Lease Number _____

Advanced Business Methods

4480 Coleman St
Bismarck, ND 58503
701-221-4088

State of North Dakota- NASPO Contract #140595 and State Contract PA131

State of North Dakota Rental/Lease Digital Copier Equipment and Multifunctional Devices Contract

Date 5/10/2022
 Contract Commencement Date
 Date placed in service
 P.O. #
 Sales Rep Ken Koch
 Check here if State Agency

Purchasing Entity Name and Installation Address

Bismarck Airport
2301 University Dr, Bldg 17 PO Box 991
Bismarck, ND 58502-0991

Purchasing Entity Name and Billing Address

Bismarck Airport
2301 University Dr, Bldg 17
Bismarck, ND 58502-0991

Contact:
Phone/Fax: (701) 355-1812 (701) 221-6886

Billing Contact: Malaya Schneider
Phone/Fax: 701-355-1812
FM Audit Customer yes mschneider@bismarcknd.gov

Base Rate	Base Billed	Copy Allowance	Overage	Copy Allowance Billed
B/W \$20.40	Monthly	4000	0.0051	Monthly
Color \$63.70	Monthly	1300	0.049	Monthly

Add Network Support to your maintenance contract for \$per month Yes ___ No Customers initials _____

Financial Type: Contract Term: Bill Cycle Monthly
 Fair Market Value: Y 36 Months
 One Dollar Buyout 48 Months
 Non Cancelable Rental 60 Months Y
 Short Term Rental Other

Quantity	Product #	Description (Make Model Serial Number)	Unit Price	Total Price
1	3827C002AA	imageRUNNER ADVANCE DX C5840i <1>	\$112.95	112.95
1	0126C001AA	2/3 Hole Puncher Unit-A1<6>	\$10.76	10.76
1	4003C002AA	Buffer Pass Unit-P1	\$3.37	3.37
1	3999C002BA	Staple Finisher-AB1<3><5><13>	\$30.78	30.78
1	4030C002BA	Cassette Feeding Unit-AQ1<1>	\$18.35	18.35

Subtotal \$176.21

USMA - Ultimate Service Maintenance Agreement: Provides support for all equipment listed on this agreement, including trip charges, inspections, on-call repair service, all parts and supplies. (Excludes Networking support, paper and staples)

Delivery/Installation
Total Amount \$176.21

The State of North Dakota acknowledges receipt of this agreement and reading and understanding the terms and conditions contained herein and the undersigned affirms that he/she is a duly authorized authority to execute this agreement.

Customer Acceptance			Dealer Representative	
Authorized Signature	Print Name	Date	Signature	Date

End 1

Terms and Conditions

State of North Dakota Lease Maintenance Agreement

TERMS AND CONDITIONS

Per terms and conditions of NASPO Agreement RFP No#140595

Canon USA is the contract holder on the participating state contract number NASPO 140595 for multifunction copiers and related software. Canon USA has appointed the dealer, Advanced Business Methods (ABM) to perform certain obligations under the contract.

Scope.

ABM will be responsible for performing Canon obligations concerning order processing, shipping, invoicing, and collection of monies, under the contract as they relate to the purchase, lease/rental, and maintenance of copiers.

Dealer Responsibilities

ABM agrees to abide by all the terms and conditions of the contract and supplemented copies. All references to Vendor, Canon or Contractor in the contract are applicable to the scope of the dealer's responsibilities and shall be deemed to refer to the dealer as if the contract were directly between NASPO and the participating State of North Dakota.

Payment and rate amounts may be adjusted annually by the Lessor for such services

TERMS AND CONDITIONS

Per terms and conditions of NASPO Agreement RFP No#140595-PA131

1. TERM

This Agreement shall become effective on the date it is accepted by the Lessor (ABM) and shall continue for the lease term as specified.

2. LEASE RENTAL PAYMENT

- A. During the term of this Lease/Rental, the State of North Dakota (Lessee) agrees to pay the monthly installments for the equipment.

3. TERMINATION OF LEASE RENTAL

A. Lessee, if not in default in any obligation hereunder, may terminate the lease/rental as specified under contract NASPO 140595. When these payments have been fully satisfied, the lessee must surrender the equipment as described in Paragraph 8.

- B. Termination for lack of funding or authority. STATE by written notice of default to CONTRACTOR, may terminate the whole or any part of this contract, under any of the following conditions:
1. If funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the services or supplies in the indicated quantities or term.
 2. If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.

4. INSTALLATION

The equipment shall be installed at the installation address shown on the face of this Agreement.

5. EQUIPMENT TITLE

- A. The equipment is, and shall at all times remain the sole and exclusive property of the ABM.
B. Lessee will not remove any ownership identification or permit any lien or encumbrances of any kind against the Equipment.

6. SECURITY INTEREST

ABM reserves and Lessee hereby grants to ABM a security interest in the Equipment and all additions, replacements, substitutions.

7. USE AND LOCATION OF EQUIPMENT

- A. Lessee shall use the Equipment in a careful and proper manner and shall not be misused, abused, wasted or allowed to deteriorate, except for ordinary wear and tear resulting from its intended use.
B. Lessee shall be responsible for loss or damage to Equipment. Lessee shall pay for any repairs or replacements made necessary by Lessee's negligent act.

8. SURRENDER

Upon expiration hereof or early termination of this lease/rental hereunder, the Lessee shall return the Equipment to ABM in the same condition as when delivered to Lessee, less reasonable wear and tear expected, as ABM may specify.

9. ASSIGNMENT

Without the prior written consent of ABM, the Lessee shall not assign, transfer, pledge this Lease/Rental, the Equipment or any part thereof, or lend the Equipment or permit it to be used by anyone other than Lessee or Lessee's employees.

10. TAXES

Customer shall pay all sales, use, privilege, excise or other taxes or assessments where applicable.

11. GENERAL

This agreement shall become effective only after execution by ABM and Lessee in the places provided on the face of this agreement.

Customer Initials _____

Encl 1



Contract Acknowledgement in lieu of Purchase Order

I, Mayor Steve Bakken, as an authorized agent of City of Bismarck am making
(Purchasing Agent Name) *(Agency Name)*

the attached *purchase / lease / rental* as specified in agreement _____ under the
(circle procurement type) *(Purchase Agreement Number)*

terms and conditions of State/Association Contract Number 140595-PA131.
(State/Association Contract Number)

Signature

Title

Date

State Contract Proposal



Bismarck Airport

2301 University Dr, Bldg 17 PO Box 991
Bismarck, ND 58502-0991
(701) 355-1812
Wednesday, May 4, 2022

4480 Coleman St
Bismarck, ND 58503
701-221-4088
www.abmnow.com

Dear ,

Please see below the proposed equipment and financials we discussed

QTY	Product #	DESCRIPTION	Purchase Price	5 Year Lease
1	3827C002AA	ImageRUNNER ADVANCE DX C5840i <1>	\$5,675.87	\$112.95
1	0126C001AA	2/3 Hole Puncher Unit-A1<6>	\$540.65	\$10.76
1	4003C002AA	Buffer Pass Unit-P1	\$169.40	\$3.37
1	3999C002BA	Staple Finisher-AB1<3><5><13>	\$1,546.05	\$30.78
1	4030C002BA	Cassette Feeding Unit-AQ1<1>	\$921.80	\$18.35
Total			\$8,853.77	\$176.21

Maintenance and Supplies

The maintenance agreement is billed based on actual usage at the following rates:

Black/White: \$20.40 includes 4000 copies/prints per month with excess billed at \$0.00⁵¹~~74~~

Color: \$63.70 includes 1300 copies/prints per month with excess billed at \$0.05⁴⁹~~58~~

USMA - Ultimate Service Maintenance Agreement: Provides support for all equipment listed on this agreement, including trip charges, inspections, on-call repair service, all parts and supplies. (Excludes Networking support and paper)

Sincerely,

Ken Koch
Territory Sales Manager

Encl 1

NASPO State: North Dakota

Item Code	Description	MSRP	Purchase Price	% off MSRP	Fair Market Value/Straight Lease Monthly Payments					
					12 Months	18 Months	24 Months	36 Months	48 Months	60 Months
3827C002AA	ImageRUNNER ADVANCE DX C5840i	\$ 20,103.00	\$ 7,237.08	64.00%	\$ 634.76	\$ 433.07	\$ 332.18	\$ 231.37	\$ 181.29	\$ 151.33
3828C002AA	ImageRUNNER ADVANCE DX C5850i	\$ 23,650.00	\$ 7,565.00	68.00%	\$ 653.79	\$ 452.67	\$ 347.37	\$ 241.95	\$ 189.58	\$ 158.25
3829C002AA	ImageRUNNER ADVANCE DX C5860i	\$ 27,195.00	\$ 8,703.36	68.00%	\$ 763.37	\$ 520.61	\$ 399.48	\$ 278.25	\$ 218.02	\$ 181.99
382AC002AA	ImageRUNNER ADVANCE DX C5870i	\$ 33,110.00	\$ 10,695.20	68.00%	\$ 929.30	\$ 634.02	\$ 485.32	\$ 339.73	\$ 265.41	\$ 221.55
4031C002BA	High Capacity Cassette Feeding Unit-C1	\$ 2,247.00	\$ 1,235.85	45.00%	\$ 108.40	\$ 73.95	\$ 56.73	\$ 39.51	\$ 30.96	\$ 25.84
4033C002BA	Cassette Feeding Unit-A01	\$ 1,802.00	\$ 991.10	45.00%	\$ 86.93	\$ 59.31	\$ 45.49	\$ 31.69	\$ 24.63	\$ 20.72
5388C001AA	Cabinet Type-V	\$ 355.00	\$ 195.25	45.00%	\$ 17.13	\$ 11.68	\$ 8.96	\$ 6.24	\$ 4.89	\$ 4.06
6007C002AA	Paper Deck Unit-F1	\$ 2,608.00	\$ 1,434.40	45.00%	\$ 126.61	\$ 85.83	\$ 65.84	\$ 45.86	\$ 35.93	\$ 29.99
4004C001AA	Inner Zway Tray-M1	\$ 125.00	\$ 68.75	45.00%	\$ 6.03	\$ 4.11	\$ 3.16	\$ 2.20	\$ 1.72	\$ 1.44
4000C002BA	Inner Finisher-L1	\$ 1,490.00	\$ 819.50	45.00%	\$ 71.88	\$ 49.04	\$ 37.62	\$ 26.53	\$ 20.53	\$ 17.14
4002C002AA	Inner ZIS Hole Puncher-D1	\$ 840.00	\$ 462.00	45.00%	\$ 40.52	\$ 27.65	\$ 21.21	\$ 14.77	\$ 11.57	\$ 9.66
3999C002BA	Staple Finisher-AB1	\$ 3,022.00	\$ 1,692.10	45.00%	\$ 145.78	\$ 99.46	\$ 76.29	\$ 53.14	\$ 41.64	\$ 34.75
4001C002BA	Booklet Finisher-AB1	\$ 4,636.00	\$ 2,549.80	45.00%	\$ 223.64	\$ 152.58	\$ 117.04	\$ 81.52	\$ 63.87	\$ 53.32
4003C002AA	Buffer Pass Unit-P1	\$ 332.00	\$ 182.60	45.00%	\$ 16.02	\$ 10.93	\$ 8.38	\$ 5.94	\$ 4.57	\$ 3.82
0126C001AA	ZIS Hole Puncher-Unit-A1	\$ 1,057.00	\$ 581.35	45.00%	\$ 50.99	\$ 34.79	\$ 26.68	\$ 18.59	\$ 14.56	\$ 12.16
8330B001AA	TAB ATTACHMENT-F1	\$ 95.00	\$ 52.25	45.00%	\$ 4.58	\$ 3.13	\$ 2.40	\$ 1.67	\$ 1.31	\$ 1.09
4032C001AA	Inner Tray (1st Copy Tray Kit-A1)	\$ 56.00	\$ 30.80	45.00%	\$ 2.70	\$ 1.84	\$ 1.41	\$ 0.98	\$ 0.77	\$ 0.64
4033C001AA	3rd Copy Tray Kit-A1	\$ 63.00	\$ 45.65	45.00%	\$ 4.00	\$ 2.73	\$ 2.10	\$ 1.46	\$ 1.14	\$ 0.95
0165C001AA	Utility Tray-B1	\$ 76.00	\$ 41.80	45.00%	\$ 3.67	\$ 2.50	\$ 1.92	\$ 1.34	\$ 1.05	\$ 0.87
4064C002AA	Printer Cover-M2	\$ 249.00	\$ 136.95	45.00%	\$ 12.01	\$ 8.20	\$ 6.29	\$ 4.38	\$ 3.43	\$ 2.86
3818C003AA	Platen Cover-Y3	\$ 125.00	\$ 68.75	45.00%	\$ 6.03	\$ 4.11	\$ 3.16	\$ 2.20	\$ 1.72	\$ 1.44
1265V426	USB Keyboard (Cherry)	\$ 110.00	\$ 71.50	35.00%	\$ 6.27	\$ 4.28	\$ 3.28	\$ 2.29	\$ 1.79	\$ 1.50
3684B009AA	Copy Card Reader Attachment-B7	\$ 100.00	\$ 55.00	45.00%	\$ 4.82	\$ 3.29	\$ 2.52	\$ 1.76	\$ 1.38	\$ 1.15
4784B001AA	Copy Card Reader-F1	\$ 374.00	\$ 205.70	45.00%	\$ 18.04	\$ 12.31	\$ 9.44	\$ 6.58	\$ 5.15	\$ 4.30
4781B001AA	Canon Card Set-A1 (1-30)	\$ 186.00	\$ 103.40	45.00%	\$ 9.07	\$ 6.19	\$ 4.75	\$ 3.31	\$ 2.59	\$ 2.16
4781B002AA	Canon Card Set-A2 (31-100)	\$ 411.00	\$ 226.05	45.00%	\$ 19.83	\$ 13.53	\$ 10.38	\$ 7.23	\$ 5.66	\$ 4.73
4781B003AA	Canon Card Set-A3 (101-200)	\$ 548.00	\$ 301.40	45.00%	\$ 26.44	\$ 18.04	\$ 13.83	\$ 9.64	\$ 7.55	\$ 6.30
4781B004AA	Canon Card Set-A4 (201-300)	\$ 548.00	\$ 301.40	45.00%	\$ 26.44	\$ 18.04	\$ 13.83	\$ 9.64	\$ 7.55	\$ 6.30
4781B005AA	Canon Card Set-A5 (301-500)	\$ 1,107.00	\$ 608.85	45.00%	\$ 53.40	\$ 36.43	\$ 27.95	\$ 19.46	\$ 15.25	\$ 12.73
4781B006AA	Canon Card Set-A6 (501-1000)	\$ 2,765.00	\$ 1,530.65	45.00%	\$ 134.25	\$ 91.59	\$ 70.26	\$ 48.93	\$ 38.34	\$ 32.01
4085V100	Braille Label Kit-G1	\$ 121.00	\$ 78.65	35.00%	\$ 6.90	\$ 4.71	\$ 3.61	\$ 2.51	\$ 1.97	\$ 1.64
1095B001AA	ADF Access Handle-A1	\$ 174.00	\$ 113.10	35.00%	\$ 9.92	\$ 6.77	\$ 5.19	\$ 3.62	\$ 2.83	\$ 2.36
3728B001AA	Copy Control Interface Kit-A1	\$ 64.00	\$ 35.20	45.00%	\$ 3.09	\$ 2.11	\$ 1.62	\$ 1.13	\$ 0.88	\$ 0.74
3806V864	CONVENIENCE STAPLER-C1	\$ 426.00	\$ 234.30	45.00%	\$ 20.55	\$ 14.02	\$ 10.75	\$ 7.49	\$ 5.87	\$ 4.90
3854V774	Universal Keyboard Stand-A2	\$ 296.00	\$ 192.40	35.00%	\$ 15.88	\$ 11.51	\$ 8.83	\$ 6.15	\$ 4.82	\$ 4.02
4067C002AA	Attachment Kit for Reader	\$ 24.00	\$ 13.20	45.00%	\$ 1.16	\$ 0.79	\$ 0.61	\$ 0.42	\$ 0.33	\$ 0.28
3821V680	ImageRUNNER ADVANCE DX Series Control Panel Protective Film (10 pack)	\$ 118.00	\$ 64.90	45.00%	\$ 5.69	\$ 3.88	\$ 2.98	\$ 2.07	\$ 1.63	\$ 1.36

Encl 1