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ORDINANCE NO. 2020-39

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A DOCUMENT MANAGEMENT AGREEMENT WITH COM DOC FOR THE LEASE OF FIVE (5) NEW XEROX COPYING DEVICES AND MANAGED PRINT SERVICE FOR THE CITY OF WILLOUGHBY HILLS, RESCINDING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

WHEREAS, on April 26, 2013, the Mayor entered into an agreement with ComDoc for the leasing of two copy machines and the management of print services; and

WHEREAS, since the agreement with ComDoc ceased, the City of Willoughby Hills has been on a month to month service agreement with ComDoc; and

WHEREAS, ComDoc has the lease and print management of all City copiers, with the exception of two (2) Sharp copiers currently under lease with Meritech (ACE); and

WHEREAS, both ComDoc and Meritech were given the opportunity to make proposals to manage all printers and copiers throughout the City Hall complex; and

WHEREAS, the proposal submitted by ComDoc by way of an email from Senior Account Executive Dan Russell on June 18, 2020 (**EXHIBIT 1**) is the most advantageous to the City in that it provides benefits that will reduce monthly copy and printing expenses by adjusted overage fees and delete previously billed services such as freight fees and shipping on toner replacements.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. The Mayor is hereby directed to accept the ComDoc Proposal presented June 2020 and enter into a 2020 Document Management Agreement with ComDoc pursuant to the terms and conditions identified and outlined in said agreement attached hereto as "**EXHIBIT 1,**" consisting of six (6) pages and incorporated herein by reference.

SECTION 2. All Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

SECTION 3. The actions of this Council concerning and relating to the passage of legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 4. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of the municipality and further reason that it will serve to provide benefit to the City with program pricing and benefits.

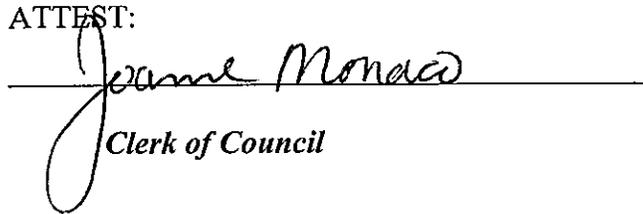
PASSED: 7/23, 2020



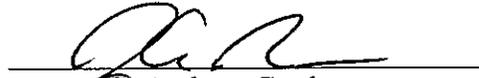
Christopher Hallum
President of Council

Submitted to the Mayor for his approval
on this 24th day of July, 2020

Approved by the Mayor
July 24, 2020

ATTEST:


Clerk of Council



G. Andrew Gardner
Mayor