



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 260373

Submitted Department/Preparer: General Services

Revised 01/30/25

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Authorizing the Manager of Procurement Services to execute a five (5) year \$1,665,960.00 (plus additional charges) contract (EVP3858) with SumnerOnce Inc. to provide Multi-Functional Copiers/Printers/Scanners; authorizing the Manager of Procurement Services to amend and extend the contract; appropriating \$1,000 from the Information Technology (7160) unappropriated fund balance; and recognizing this ordinance as having an accelerated effective date.

Discussion

This citywide printing, scanning, and copier contract is necessary to enhance the overall availability, efficiency, and safe delivery of these services across the organization. It improves our cyber security posture by using a modern platform, considers the total cost of ownership, and simplifies training, support, and troubleshooting.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No
2. What is the funding source?

27-7160-071891-623340	\$1,000
27-7160-071802-617350	\$333,195
3. How does the legislation affect the current fiscal year?

This is a five year contract, but the City is only obligating the first contract year.
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.

This contract will result in recurring yearly costs for five years.

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

This contract does not generate revenue.

Office of Management and Budget Review

(OMB Staff will complete this section.)

- | | | |
|---|---|--|
| 1. This legislation is supported by the general fund. | ☐ Yes | ☒ No |
| 2. This fund has a structural imbalance. | ☐ Yes | ☒ No |
| 3. Account string has been verified/confirmed. | ☒ Yes | ☐ No |

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Infrastructure and Accessibility (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☒ Engage in thoughtful planning and redesign of existing road networks to ensure safety, access, and mobility of users of all ages and abilities.
 - ☒ Develop a multimodal regional transportation system for all users.
 - ☒ Develop environmentally sustainable strategies that improve quality of life and foster economic growth.
 - ☒ Ensure adequate resources are provided for continued maintenance of existing infrastructure.
 - ☒ Focus on delivery of safe connections to schools.
 - ☐

Prior Legislation

N/A

Service Level Impacts

N/A

Staff Recommendation

General Services

Select One: ☒ Sponsored
☐ Directive: Res/Ord # [Click to enter Res/Ord. No.](#)

Select One: ☒ Recommend
☐ Do Not Recommend
☐ Not Applicable

This contract is needed to provide city-wide printing and copying service

Other Impacts

1. What will be the potential health impacts to any affected groups?
None
2. How have those groups been engaged and involved in the development of this ordinance?
N/A
3. How does this legislation contribute to a sustainable Kansas City?
N/A
4. Does this legislation create or preserve new housing units?
Please Select (Press tab after selecting)

No
[Click or tap here to enter text.](#)
5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

No - CREO's review is not applicable (Press tab after selecting)

Please provide reasoning why not:

Click or tap here to enter text.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?

Yes(Press tab after selecting)

In an effort to prevent disclosure of confidential information, a separate communication will be provided to City Council members to reflect the top three proposers for the RFP/Q.