


AGENDA REPORT



To: Mayor Pat Humphrey and the Clare City Commission
From: Steven J. Kingsbury, MiCPT, Treasurer, Finance Director and
Director of Information Technology
Date: September 1, 2010
Regarding: Purchase of a new copier/printer/scanner for City Hall

For the Agenda of September 7, 2010.

Background During the development of the City of Clare's FY2010/11 Budget the City staff proposed to the City Commission the need to replace the copier/printer/scanner that is installed in the Front Office of City Hall. The current machine was purchased in June 2002 at a cost of \$10,202 and has made in excess of 1.2 million copies in the eight years it has been in service taking it well into or past its normal serviceable life. The current Cannon copier has been very reliable, served all of our needs and has produced professional reproductions during the entire eight years.

Over the past several weeks we have requested proposals from our current vendor as well as other local vendors for a similarly configured and equipped machine. We received four quotes for a replacement machine ranging from a low of \$5,219 for a Toshiba copier/scanner/printer to a high of \$6,797 for a Lanier copier/scanner/printer with two other models being priced in between these two quotes. Each company that submitted a proposal to us for a replacement copier also included in their quotes a maintenance agreement for service/parts/supplies similar to the one we currently have in place.

Recommendation After evaluating the features, reliability, performance and cost of each proposed machine, including a week long on-site demonstration of the lowest priced Toshiba, we have concluded that the Cannon imageRUNNER-3235i Copier proposed by the company from which we purchased our current machine meets all of our needs at the most favorable price. This recommendation is also based upon the fact that our current provider has delivered outstanding and very responsive service without exception.

Financial Impact The cost of the Cannon copier/printer/scanner is \$6,181 installed. This amount is well within the amount that was originally proposed and approved within the FY2010/11 Budget. All service (parts and labor) as well as all consumable supplies excluding paper are included in the per copy service agreement which is similar to the contract for our current machine at a much lower per copy cost. The annual cost of the maintenance agreement has been separately included in our annual fiscal budget for our current copier and this agreement will transfer to the new machine.

Attachments

1. Copying machine proposals

RESOLUTION 2010-093

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE PURCHASE OF A NEW COPIER/PRINTER/SCANNER FOR CITY HALL.

WHEREAS, the City of Clare utilizes a networked copier/printer/scanner as its primary reproduction equipment in the Clerk's Office of City Hall;

WHEREAS, this equipment is essential for the efficient operation of the City of Clare and for the daily responsibilities of serving the public;

WHEREAS, the City Commission by adoption of Resolution Number 2010-050 on June 7, 2010 approved the City's Fiscal Year 2010/11 Budget which includes a capital appropriation for the purchase of said copier/scanner/printer;

WHEREAS, the City's Director of Information Technology has established the required configuration, capabilities and features necessary for the copier/printer/scanner to insure that the equipment will meet all current and anticipated needs and that it will have a useful life of several years; and

WHEREAS, the City's Director of Information Technology and has requested and received several quotes from recognized/approved providers of this type of equipment and has carefully reviewed/evaluated each quote.

NOW THEREFORE BE IT RESOLVED THAT the Clare City Commission hereby approves the purchase of the Cannon imageRUNNER-3235i copier from Hasselbring Clark at a total installed cost of \$6,181.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 7th day of September 2010.

Diane Schmidt, Clare City Clerk



SERVING MICHIGAN SINCE 1958

Canon Authorized Dealer
A Reputation for Service

www.hasselbringclark.com

August 4, 2010

City of Clare
202 W. Fifth St.
Clare, Mi. 48617

Toshiba ESTUDIO 355 Copier Quotation

Toshiba ESTUDIO 355 Digital Copier	\$ 4,771.00
35 Copies per Minute	
100 Sheet Duplexing Automatic Document Feeder	
Trayless Automatic 2-Sided Copying	
E-Filing Storage	
60 GB Hard Disk with 1GB Memory	
Scan to PDF or email	
PCL 6/ Postscript 3/ XPS Network Printing	
2 Tray / 500 Sheet Paper Drawers	
Additional 2 Tray / 500 Sheet Paper Drawers	
Hanging Finisher (1 staple position, 900 sheet output)	

Optional Equipment

Console Finisher (Multiple staple position, 2,250 output)	\$ 858.00
Hole Punch Unit (for console finisher)	\$ 210.00
Fax Kit	\$ 448.00

Above Pricing is cash purchase price.

5219.00

Special lease pricing: Expires September 30, 2010

Lease option is based on zero down, credit approval and FMV buyout.

63 Months = \$ 95.04 per month

Lease price is \$4,950.00 Customer will receive a \$500.00 rebate.

Approximately 90 days after installation.

(Lease does not include optional equipment.)

Includes:

- **Delivery & Set-up**
- **Hasselbring-Clark systems staff working closely with your systems staff, installing drivers so they have the working knowledge to manage and add more in the future.**
- **Free help desk**
- **key-operator and end user training.**

Pricing also includes trade of your IR3300.

**Any unused portion of current service contract will be credited to new contract.
With the purchase of new equipment.**

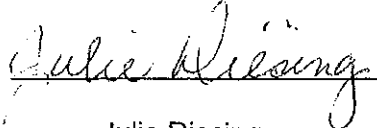
SERVICE

Annual maintenance contract includes all parts, labor, drums, **and toner.** **\$ 975.00**
Includes up to 130,000 copies per year, with excess billed at .0075 per copy.

Submitted by:

*Prices quoted are valid for 30 days.

**Tax where applicable.


Julie Diesing

HASSELBRING
CLARK

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August 4, 2010

City of Clare
202 W. Fifth St.
Clare, Mi. 48617

Canon imageRUNNER-3235i Copier Quotation

Canon imageRUNNER-3235i Digital Copier \$ 5,629.00
35 copies per Minute
100 Sheet Duplexing Automatic Document Feeder
Trayless Automatic 2-Sided Copying
2 Tray / 1,100 Sheet Paper Capacity
Additional 2/ 1,100 Sheet Paper Capacity
Electronic Forms Storage & Retrieval with Preview
100 Confidential Mailboxes
60 GB Hard Disk with 1 GB Memory
Standard Network PCL/PS/ UFR-11 Printer Kit
Standard Color Universal Send Kit (scan to file, scan-to-email as PDF)
Internal Stapler Finisher

Optional Equipment

Puncher Unit-R1 (option for finisher S1) \$ ~~403.00~~
Super G3 Fax Board-AC1 \$ 552.00

Lease Option

Lease option listed below is based on zero down, credit approval and \$1.00 buyout.
48 Months = \$ 153.67 per month
60 Months = \$ 128.90 per month
(Lease options do not include optional equipment)

6181.-

Includes:

*Delivery & Set-up

*Hasselbring Clark systems staff working closely with your systems staff, installing drivers so they have the working knowledge to manage and add more in the future.

*Free help desk

*Key- operator and end user training

*Trade in of your IR3300

***Any unused portion of current service contract will be credited to new contract.
With the purchase of new equipment.***

SERVICE

Annual maintenance contract includes all parts, labor, drums, **and toner.**
Includes up to 130,000 copies per year, with excess billed at .008 per copy.

\$ 260.00
Per Quarter

* Prices quoted are valid for 30 days.

** Tax where applicable.

Submitted by:


Julie Diesing

**PROPOSAL
ESPECIALLY PREPARED FOR:**

DIANE SCHMIDT

**CITY OF CLARE
202 W. 5TH ST.
CLARE, MI 48617
(989)386-7541 - EXT.106
FAX (989)386-4508
EMAIL: dschmidt@cityofclare.org**

SUBMITTED BY:

KEN OSBORN

**SALES REPRESENTATIVE
COPIER/FACSIMILE DIVISION**

IN CONJUNCTION WITH:

**SHARP ELECTRONICS, LANIER,
AND MURATEC CORPORATIONS**

AND

**ADVANCED BUSINESS MACHINES, INC.
220 E. LUDINGTON DR.
FARWELL, MI 48622
PHONE (989) 588-9750
FAX (989) 588-9760
(800) 922-5184**

AUGUST 5, 2010

NEW LANIER DIGITAL
IMAGING SYSTEM LD040spf

Lanier LD040spf Features:

40 Pages Per Minute
2 X 550 Sheet Paper Drawers
100 Sheet By-Pass
100 Sheet Reversing Automatic Document Feeder
Auto Duplex
Printing/Scanning/Facsimile
Stapler/Finisher
Copier Stand
Commercial Grade Power Conditioner

Your Investment.....\$6,152.00

Full Service Maintenance Agreement
Cost Per Copy/Prints @ .008 (8/10's) Cent Per Copy

Full Service Maintenance Agreement Includes: All toner, developer, drums, parts, service calls, and labor. Everything is included 100% with the exception of paper and staples.

This maintenance agreement shall not apply to any maintenance that is necessitated by equipment being lost or damaged through accident, abuse, misuse, theft, neglect, acts of third parties, and casualty of any other natural force. Contracts are not transferable or refundable.

*****Note*** After initial installation on connected digital products, service calls for network/computer problems, driver updates, or re-installing drivers for your printer(s), these services are not covered under the Full Service Maintenance Agreement.**

NEW LANIER DIGITAL
IMAGING SYSTEM LD433spf

Lanier LD433spf Features:

33 Pages Per Minute
2 X 500 Sheet Paper Drawers
100 Sheet By-Pass
Reversing Auto Document Feeder
Automatic Duplex
Printing/Scanning/Facsimile
Stapler/Finisher
Copier Stand
Commercial Grade Power Conditioner

Your Investment.....\$6,797.00

Full Service Maintenance Agreement

Full Service Maintenance Agreement Includes: All toner, developer, drums, parts, service calls, and labor. Everything is 100% covered with the exception of paper and staples.

Cost Per Copy @ .008 (8/10's) Cent Per Copy

This maintenance agreement shall not apply to any maintenance that is necessitated by equipment being lost or damaged through accident, abuse, misuse, theft, neglect, acts of third parties, and casualty of any other natural force. Contracts are not transferable or refundable.

*****Note*** After initial installation on connected digital products, service calls for network/computer problems, driver updates, or re-installing drivers for your printer(s), these services are not covered under the Full Service Maintenance Agreement.**