



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org**

Legislative File No: 2009-0171

TO: Mayor and City Council Members
FROM: Roger Rousse, Director of Public Service
DATE: April 9, 2009
SUBJECT: Copy Machine Replacements

REQUEST:

Request for Purchase Authorization for six digital printer/copier/scanner/fax machines from Konica Minolta of Wixom, Michigan in the amount of \$41,148.00.

REASON FOR PURCHASE:

As a normal operational expense to conduct business and in compliance with the equipment replacement schedule, the City wishes to replace six (6) copy machines purchased in 2004. Replacements are located in the Assessing/Treasury, Human Resources, Building Department, Planning/Parks, Fire Department and Sheriff's Department.

The new digital machines, besides copying capabilities, provide networking for printing and scanning, as well as fax functionality. The added functions offer a copy/printing cost at less than the amount to print from a standard networked printer. Several printers and other equipment will be eliminated with the purchase of the multi-functional machines.

The purchase of the new equipment will provide efficient copying and printing capabilities and will reduce the maintenance cost per copy. Additionally, the amount of significant maintenance and downtime will be diminished, allowing more effective use of staff time. The machine maintenance, which is very competitively priced, also includes the cost of toner and staples for the machines.

Attached is a Copy Machine Replacement Schedule outlining the individual cost per unit, based on pricing extended through a cooperative contract with Oakland Schools. The City's past experience with Konica equipment and service has been cost effective and reliable. It is beneficial for the City to have all copiers with one vendor for ease of service, training and standardization.

As the City typically operates its copying equipment for 10 years or more with its re-location policy, an outright purchase is financially more advantageous over a lease or rental option. To maximize the copiers, new machines are placed in heavy user areas and relocated after five years to areas with less usage.

The current machines will be re-located to the DPS/Garage, EEC and other Parks locations. The older existing machines due to obsolescence and inability to repair or obtain parts, will be sold through electronic auction.

PROCESS:

Vendor Name and Address:

Konica Minolta
46921 Enterprise Court
Wixom, Michigan 48393

Reason for Selection:

Best Value

Method of Purchase:

Purchase Order

BUDGET:

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| Facilities | 631.980000 | Photocopier Replacement | \$53,500 | \$41,148 | \$12,352 |
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RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the purchase of six digital printer/copier/scanner/fax machines from Konica Minolta of Wixom, Michigan in the total amount of \$41,148.00.

| APPROVALS: | SIGNATURE | DATE |
|--|------------------|-------------|
| Department Review | | |
| Department Director | | |
| Budget Content: Finance Director | | |
| Purchasing Process: Supervisor of Procurement | | |
| Mayor | | |
| City Council Liaison | | |