



**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: 2005-0267

TO: Mayor and City Council Members
FROM: Roger Rouse
DATE: April 1, 2005
SUBJECT: **Copy Machine Replacements**

REQUEST:

Purchase one digital printer/copier/fax machine for Clerk Office, one digital printer/copier for DPS/Engineering and one digital copy machine for the DPS/Garage from Albin Business Centers of Farmington, Michigan in the total amount of \$30,460.41.

REASON FOR PURCHASE:

As a normal operational expense to conduct business and in compliance with the equipment replacement schedule, the City wishes to replace three (3) copy machines purchased in 1999. Replacements are located in the Clerk's Office, DPS/Engineering and the DPS/Garage.

The new digital machines, besides copying capabilities, provide networking for printing and scanning, as well as fax or opportunities for fax functionality. The added functions offer a copy/printing cost at less than the amount to print from a standard networked printer.

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.

Attached is a Copy Machine Replacement Schedule outlining the individual cost per unit, based on pricing extended through the MITN Purchasing Cooperative, former Tri-County. 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.

One (1) copy machine currently located in DPS/Engineering will be re-located to Spencer Park. The existing machine at the DPS/Garage will be relocated to the Fleet area. The remaining equipment due to obsolescence and inability to repair or obtain parts, will be sold through electronic auction.

PROCESS:

Vendor Name and Address:

Albin Business Centers
24288 Indoplex
Farmington, MI 48335

Reason for Selection:

Best Value/MITN Purchasing Cooperative

Method of Purchase:

Purchase Order

BUDGET:

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Equipment Capitalized	631-977000	NE-07 Photocopier Replacement	\$36,000	\$30,460.41	\$5,539.59

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the purchase of one digital printer/copier/fax machine for Clerk Office, one digital printer/copier for DPS/Engineering and one digital copy machine for the DPS/Garage from Albin Business Centers of Farmington, Michigan in the total amount of \$30,460.41.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

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