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DATE: February 20, 2004

TO: Jean Farris

RE: New copier purchase info

Jean,

In support of the copier replacement project, I would like to offer the following information for consideration. We have discussed many times in the past how the city might be able to benefit from the installation of multi-purpose copiers. The following information outlines my ideas about how these copiers can be best utilized.

#### Copier Functions

It goes without saying that each department needs the ability to copy documents. These new copiers can do it faster, cheaper and with more functionality than our existing ones. They support duplex copying which can save on paper costs, collating and stapling which saves on preparation time and the cost per page copied is reduced.

#### Network Printing Functions

These new copiers have the ability to function as a high-speed network printer supporting all of the same functions as when copying. With 19 current networked laser printers, I anticipate eliminating almost one printer for every copier installed. Our current laser printer workload was about 1,043,000 pages in 2003. Toner costs were \$6287 and repair and cleaning costs were \$2500 for a total of \$8787 in laser printer costs excluding paper costs. That equates to a cost of \$0.0084 per page printed. The quoted price per page printed on the copiers is between \$0.0065 and \$0.0071 depending on age of the copier which is lower than the cost of laser printing. These costs do not account for the cost of paper which is the same for copiers or printers. While we won't be able to completely eliminate laser printers with the installation of these copiers, we will be able to reduce the number we currently have as well as print as a lower cost.

#### Network Scanning Functions

The new copiers will function as networked scanners, giving all staff access to a very fast scanner without the need to install desktop scanners in many locations. We have anticipated this use for some time with applications such as JDE and Legistar and have held off installing many scanners. Without this functionality, we will need to pursue installing desktop scanners for a handful of users who will then have to provide scanning services for the other staff members.

#### Network Faxing Functions

One new copier is proposed to be installed with the network fax option installed. Staff has been asking for some time for the ability to fax from computer applications. With the fax option costing little more than a good stand-alone fax machine, we will be able to give all staff members the ability to fax from the desktop.

I see all of the above as a way for the city to make efficient use of new technology and will essentially be killing four birds with one stone.