

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0097.v2 - Digital Copiers & Digital Printer/Copiers
Date: February 4, 2004
Prepared By: Bob Srogi, Facilities Operations Manager
City File No: n/a

Meeting Date: February 18, 2004

PURPOSE:

Purchase of two (2) digital copy machines and five (5) digital printer/copier machines with fax capabilities from Albin Business Centers of Farmington, Michigan in the total amount of \$72,03.42.

DISCUSSION:

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 1998 and purchase one (1) machine for a new location in the Planning/Parks area of City Hall. Replacements are located in the Building, Human Resources, Mayor, Assessing/Treasury, Fire and Sheriff Departments.

The new digital machines, besides copying capabilities, provide networking for printing and scanning, as well as 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, more efficient equipment will provide faster copying and printing capabilities and will reduce the maintenance cost per copy. Additionally, the amount of significant maintenance and down time 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 Tri-County Purchasing Cooperative. 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 issues.

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.

Three (3) copy machines currently located at City Hall will be re-located to the Museum, Bloomer Park and Borden Park. One (1) existing machine will be kept at the Sheriff Department, with the oldest being replaced. The remaining equipment due to obsolescence and inability to obtain parts, will be sold through electronic auction.

FISCAL INFORMATION:

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Facilities Division	631.977000	Equipment Capitalized – New Photocopy Machines (Digital)	\$86,100	\$72,033.42	\$14,066.58

Vendor Name and Address:

Albin Business Centers
24288 Indoplex
Farmington, MI 48335

Reason for Selection:

Best Value/Tri-County Purchasing Cooperative

Method of Purchase:

Purchase Order

RECOMMENDATION:

It is recommended that the Rochester Hills City Council authorize the purchase of two (2) digital copy machines and five (5) digital printer/copier machines with fax capabilities from Albin Business Centers of Farmington, Michigan in the total amount of \$72,033.42.

ATTACHMENTS:

Copy Machine Replacement Schedule

Department Authorization: Roger Rousee, Director of DPS/Engineering

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA