

CITY OF ROCHESTER HILLS

**Fiscal
Team**

Jean Farris, Supervisor of Procurement

DATE: February 20, 2004

TO: City Council

RE: Copy Machines

During the mid 1990's, Facilities and Purchasing/Fiscal reviewed the policy on copy machines within the City. At that time copiers were located in every department with some departments owning multiple machines. There were several different brands and multiple service contracts with a variety of costs, terms and conditions.

Copiers from several manufacturers were demonstrated, site visits conducted and service contracts reviewed to obtain the best value to meet the City's needs. Konica machines were selected as one of the brands the City could purchase from a State Extended Contract and, more importantly, for the quality of the service contract. The price per copy for machines 0 to 24 months is \$.0065, which includes all maintenance, service and parts, as well as toner, irregardless of the size or capabilities of the equipment. The only elements the City provides are paper and staples.

Other options including lease, lease to buy and rental of copy machines were evaluated. As the City maximizes the use of the machines with its re-location plan, with many machines going to auction or trade-in after 10, 12 or more years of use, outright ownership is the most cost effective program. This was again reviewed under the terms of the current bid with the same results.

The decision to move toward standardization of machines and service contracts was pursued, resulting in cost savings through economies of scale, efficiencies in operation, maintenance and supplies and the establishment of a replacement schedule within the Capital Improvement Plan. The new policy reduced the number of copiers and established a plan to re-cycle the older more highly utilized machines from City Hall to some of the less intensive copy users in the Parks and Museum.

Additional services have also been provided by Albin Business Centers as required by the City. Copiers are moved upon request, disconnected, re-connected and re-programmed without charge. This service was especially effective for the numerous moves required during the City Hall renovation.

Previous to the City Hall renovation, the City Offices had one copy machine located in each quadrant as well as one in Human Resources and one in the Accounting area. This disbursement of machines equated to one machine for every 5800 square feet of space. The renovation caused machines that were initially placed in certain quadrants to be re-located. With the current size and configuration of the building and the proposed allocation, there will be one machine for every 9400 square feet of space, with four machines on each floor.

With the proposed purchase, the City will have 15 copy machines. For comparison, the City of Farmington Hills has 30 machines and City of Troy has 50 with at least one copier in every department.

The copy machines slated to be replaced have been owned by the City for approximately 6 years or more. Three of the machines (#3340) from Human Resources, Accounting and Assessing Treasury will be re-located to the Museum, Bloomer Park and Borden Park. The machines currently in these remote sites, the Building Department (#5370) machine, the Fire Department (#5370) machines and one machine (#3035) from the Sheriff Department will be sold at auction. All of these machines have obsolete parts, creating inefficiency, and for some machines the inability, to repair.

Copiers assist employees to efficiently provide to City residents and others doing business with the City requested information. The proximity and functionality of copy machines is a very important factor in providing good customer service. Continual downtime greatly detracts from the ability to serve the public well. Older machines in heavy use areas require more service calls, enhanced downtime and carry higher cost per copy.

The City will purchase the new machines from a Tri-County Cooperative Purchasing contract awarded to Albin Business Centers, A Konica Company. The quality and value of the contract has benefited many of the Tri-County member communities and over 30 schools districts. The three year contract will expire June, 2004, necessitating a new bid.

The multi functionality of the copy/print/scan/fax capabilities will allow the City to use technology to its benefit, producing cost savings in printing and scanning equipment and costs per copy.

The City's copy machine replacement policy provides the City with a cost effective plan for the procurement and re-location of copying equipment, maximizing the equipment, while maintaining efficiencies in operations and customer service.

COPY MACHINES

Copy Machine	Location	Copy Count	Service Calls 2003	Service Calls 2004	Disposition
3340	Mayor	307,883	11	9	Bloomer Park
3340	Assess/Treas	584,378	21	2	Borden Park
3340	Human Resources	571,662	9	7	Museum
5370	Fire	681,269	9	3	Auction-Obsolete Parts
5370	Building	1,389,795	18	5	Auction-Obsolete Parts
3035	Sheriff	777,534	18	3	Auction-Obsolete Parts
4065	Bloomer Park	1,070,281	3	4	Auction-Cannot be repaired
2028	Borden park	517,122	9	10	Auction-Obsolete Parts
4045	Museum	635,937	10	8	Auction-Obsolete Parts
To be Replaced in 2005					
7060	DPS/Engineering				
7060	Clerk				
7033	DPS/Garage				
To be Replaced in 2008					
7165	MIS/Acct/Fiscal/Fac				
3340	Sheriff				