

City of Fayetteville Staff Review Form

City Council Agenda Items  
and  
Contracts, Leases or Agreements

August 7th, 2012

City Council Meeting Date  
Agenda Items Only

Peggy Vice Purchasing Finance & Internal Services  
**Submitted By** **Division** **Department**

Action Required:

Approval to purchase five copiers in the amount of \$63,723 from the State of Arkansas Canon Copier Contract. The vendor is Preferred Office Products Inc. of Fayetteville, AR. They are currently the City's copier maintenance contract provider.

\$ <u>63,723.00</u>	\$ <u>140,435.00</u>	<u>Fixed Assets/Replacement Copier</u>
Cost of this request	Category / Project Budget	Program Category / Project Name
<u>4270.9270.5801.00</u>	<u>0</u>	<u>Replacement Copier Fund</u>
Account Number	Funds Used to Date	Program / Project Category Name
<u>04038.1</u>	\$ <u>140,435.00</u>	<u>Replacement Fund</u>
Project Number	Remaining Balance	Fund Name

Budgeted Item  Budget Adjustment Attached

Paul A. Beek 7-20-2012 Previous Ordinance or Resolution # \_\_\_\_\_  
Department Director Date

Original Contract Date: \_\_\_\_\_

Jim Kelly 7-20-12 Original Contract Number: \_\_\_\_\_  
City Attorney Date

Paul A. Beek 7-23-2012 Date  
Finance and Internal Services Director

Received in City 20-12 P03:34 RCVD  
Clerk's Office  
*UB*

Tracy Hully 7-23-12 Date  
Chief of Staff

Received in Mayor's Office  
**ENTERED**  
7/23/12  
*AT*

Donald Johnson 7/23/12 Date  
Mayor

Comments:

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**CITY COUNCIL AGENDA MEMO**

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**To:** Mayor Jordan & City Council

**Thru:** Paul Becker, Finance & Internal Services Director

**From:** Peggy Vice, Purchasing Manager *P. Vice*

**Date:** July 20, 2012

**Subject:** Replacement Copiers

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**PROPOSAL:**

In 2003, the City began evaluating copiers available on the competitively bid State of Arkansas Copier Contract. Several brands were evaluated for a month each and resulted in the City selecting Canon, as the copier that best fit the City's needs.

Canon copiers have provided the City with an outstanding life span and productivity, now replacing copiers every 6 or 7 years as opposed to the pre-consolidated life span of 4 or less years.

Occasionally we must replace a copier for a division where volume has outgrown their machine. We then transfer the used machine to another division where a lower monthly volume is expected. This allows them to reduce or eliminate the number of copies made on small inkjet printers or fax machines. Costs per copy for small inkjet printers and fax machines are three to four times the cost of utilizing the City's Canon copier program. This process has allowed the City to reduce copy expense, eliminate most small printers and fax machines, and keep the number of copiers and replacement printers we have had to purchase to a bare minimum. Because most all employees are familiar with Canon copiers, there is very little or no training needed, thus increasing productivity.

Reasons we recommend Canon copiers are:

- Minimum maintenance service cost. This has saved the City thousands of dollars.
- Virtually eliminated the purchase of small fax machines and printers which have extremely expensive toner costs.
- Free E-Copy Desktop software that allows staff to edit PDF documents without purchasing Adobe Acrobat Professional at a cost of up to \$150 for each user. There are 400 E-Copy software licenses available to the City that came with the purchase of Canon copiers.
- Decreased need to purchase special scanners to be used with the document imaging system.
- Savings on paper with more availability for 2-sided printing.
- All the same copier platforms allow efficient use for users that need to make copies when they are in other departments.
- Printer, scanner, fax and copier capability all in one machine.
- Ability to fax from a user's desktop eliminating the need to leave their workstation.

- Ability to read all the meters remotely without having to go to each machine
- Scans both sides of a document with a single pass, saving staff time and reducing wear and tear on the machine.
- Scanning to email has eliminated the need to make paper copies.
- Reduced staff time spent by Purchasing and IT by working with one vendor.
- Increased staff productivity with digital technology and reduced equipment downtime.
- Faster and fuller range of printing solutions.
- Allows scanning of documents to a mailbox to pull up and print later. Allows the ability to print on demand instead of storing paper copies.
- Free training on E-Copy software, training on use of copiers and review of office work flow provided at no charge by Preferred Office Products.

**RECOMMENDATION:**

Approve the purchase of five Canon copiers from Preferred Office Products who has the State of Arkansas Canon Copier Contract in the amount of \$63,723.00 total for all five units which includes sales tax.

**BUDGET IMPACT:**

Copiers are budgeted in the copier replacement account. Divisions are charged by the copy for the actual number of copies they make each month. The maintenance service program with Preferred Office Products requires no minimum contract. Each division pays only for the copies they make. The charge for a black and white copy is .031/copy and color is .18/copy. Color machines default to black and white so color is used only when needed for a specific application such as maps, graphs, etc. There is no charge to the division for scanning or faxing.

This per copy charge is to pay for the City's maintenance contract to Preferred Office Products, toner, staples, paper and a small amount to fund the replacement account. At the beginning of each month the prior month copier readings are read and a journal entry is created that charges each division for the amount of copies they have made for that month.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION AUTHORIZING THE PURCHASE OF FIVE (5) CANON COPIERS IN A TOTAL AMOUNT OF \$63,723.00, PURSUANT TO A STATE PROCUREMENT CONTRACT, FROM PREFERRED OFFICE PRODUCTS, INC.

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby authorizes the purchase of five (5) Canon copiers in a total amount of \$63,723.00, pursuant to a state procurement contract, from Preferred Office Products, Inc.

**PASSED and APPROVED** this 7<sup>th</sup> day of August, 2012.

APPROVED:

ATTEST:

By: \_\_\_\_\_  
**LIONELD JORDAN**, Mayor

By: \_\_\_\_\_  
**SONDRA E. SMITH**, City Clerk/Treasurer



319 South 9th Fort Smith, AR 72902-1621 479-782-7991 Fax 479-782-3772  
 4256 Frontage Road Fayetteville, AR 72703 479-521-6209 Fax 479-521-8986

www.preferred-office.com

Company: City of Fayetteville District Court

Date: June 7, 2012

Expiration Date: ~~July 7, 2012~~

Qty.	Equipment	Product Number	M.S.R.P.	State Contract Price
1	Canon imageRUNNER ADVANCE 4051	4801B003AA	\$12,500.00	\$6,360.00
1	Cassette Feeding Unit AF1	3755B001AA	\$1,523.00	\$877.50
1	Paper Deck Unit B2	3655B004AA	\$2,205.00	\$1,687.50
1	PCL Printer Kit AN1	4814B004AA	\$735.00	\$607.50
1	Super G3 FAX Board AK1	4816B002AA	\$840.00	\$742.50
<b>Total Investment</b>				<b>\$10,275.00</b>
<b>PLUS APPLICABLE TAX</b>				
Copies Per Month				
<b>PreferredCare Extra Service Agreement</b>				
Includes complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums needing replacement due to normal yield expiration and all consumable items such as toner and developer. (Excludes staples and paper.)				
Excess B & W Copies will be billed in arrears @			\$0.0136	Per Copy

For your convenience, this quotation will become an order when accepted and approved.

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**QUOTATION ACCEPTED**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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319 South 9th Fort Smith, AR 72902-1621 479-782-7991 Fax 479-782-3772  
 4256 Frontage Road Fayetteville, AR 72703 479-521-6209 Fax 479-521-8986

[www.preferred-office.com](http://www.preferred-office.com)

Company: **City of Fayetteville Prosecuting Attorney**

Date: **April 10, 2012**

Address:

City:

Attn:

Expiration Date: ~~May 10, 2012~~

# Quotation

Qty.	Equipment	Product Number	M.S.R.P.	State Contract Pricing
1	<b>Color imageRUNNER ADVANCE C5045 Base Model</b>	3615B023AD	\$17,850.00	<b>\$9,860.00</b>
1	Cabinet Type B	4364B001AA	\$300.00	<b>\$243.00</b>
1	Staple Finisher C1 (include Buffer Pass Unit G1)	3656B002AA	\$2,835.00	<b>\$2,160.00</b>
1	PCL Printer Kit AE1	3670B006AA	\$840.00	<b>\$607.50</b>
1	Universal Send Advanced Feature Set D1	3405B010AA	\$1,155.00	<b>\$877.50</b>
1	Universal Send Security Feature Set D1	3406B006AA	\$945.00	<b>\$742.50</b>
1	Super G3 FAX Board AE1	3675B002AA	\$840.00	<b>\$648.00</b>
<b>Total Investment</b>				<b>\$15,138.50</b>
<b>PLUS APPLICABLE TAX</b>				
<p><b>PreferredCare Extra Service Agreement</b>                  Includes complete inspections, cleaning, lubrication, adjustments and all <b>standard parts</b> necessary to maintain equipment in good operating condition, <b>plus any drums</b> needing replacement due to normal yield expiration <b>and all consumable items such as toner and developer.</b>                  (Excludes staples and paper.)</p>				
Excess B & W Copies will be billed in arrears @			\$0.0136	Per Copy
Excess Color copies will be billed in arrears @			\$0.0971	Per Copy

For your convenience, this quotation will become an order when accepted and approved.

**QUOTATION ACCEPTED**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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*Notes*





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 4256 Frontage Road Fayetteville, AR 72703 479-521-6209 Fax 479-521-8986

[www.preferred-office.com](http://www.preferred-office.com)

Company: **City of Fayetteville Planning**

Date: **April 10, 2012**

Address:

City:

Attn:

Expiration Date: ~~May 10, 2012~~

# Quotation

Qty.	Equipment	Product Number	M.S.R.P.	State Contract Pricing
1	<b>Color imageRUNNER ADVANCE C5035 Base Model</b>	3616B023AD	\$13,020.00	<b>\$7,316.00</b>
1	Cassette Feeding Unit AD1	3654B001AA	\$1,523.00	<b>\$877.50</b>
1	Staple Finisher C1 (include Buffer Pass Unit G1)	3656B002AA	\$2,835.00	<b>\$2,160.00</b>
1	External 2/3 Hole Puncher B1	3660B002AA	\$893.00	<b>\$607.50</b>
1	PCL Printer Kit AE1	3670B006AA	\$840.00	<b>\$607.50</b>
1	Super G3 FAX Board AE1	3675B002AA	\$840.00	<b>\$648.00</b>
<b>Total Investment</b>				<b>\$12,216.50</b>
<b>PLUS APPLICABLE TAX</b>				
<p><b>PreferredCare Extra Service Agreement</b>                  Includes complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums needing replacement due to normal yield expiration and all consumable items such as toner and developer.                  (Excludes staples and paper.)</p>				
Excess B & W Copies will be billed in arrears @			\$0.0136	Per Copy
Excess Color copies will be billed in arrears @			\$0.0971	Per Copy

For your convenience, this quotation will become an order when accepted and approved.

### QUOTATION ACCEPTED

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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*Notes*



# Quotation

319 South 9th Fort Smith, AR 72902-1621 479-782-7991 Fax 479-782-3772  
 4256 Frontage Road Fayetteville, AR 72703 479-521-6209 Fax 479-521-8986

[www.preferred-office.com](http://www.preferred-office.com)

Company: **City of Fayetteville Water and Sewer**

Date: **April 19, 2012**

Address:

City:

Attn:

Expiration Date: ~~May 19, 2012~~

Qty.	Equipment	Product Number	M.S.R.P.	State Contract
1	Color imageRUNNER ADVANCE C2020 Base Model	3612B003AA	\$6,615.00	\$3,717.00
1	Cabinet Type D	5153B001AA	\$137.00	\$113.40
1	Inner Finisher C1	3756B001AA	\$1,260.00	\$850.50
1	PCL Printer Kit AG1	3775B005AA	\$840.00	\$607.50
1	Super G3 FAX Board AH1	3780B002AA	\$840.00	\$648.00
<b>Total Investment</b>				<b>\$5,936.40</b>
<b>PLUS APPLICABLE TAX</b>				
Copies Per Month <b>PreferredCare Extra Service Agreement</b> <b>Includes</b> complete inspections, cleaning, lubrication, adjustments and all <b>standard parts</b> necessary to maintain equipment in good operating condition, <b>plus any drums</b> needing replacement due to normal yield expiration <b>and all consumable items such as toner and developer.</b> (Excludes staples and paper.)				
Excess B & W Copies will be billed in arrears @			\$0.0136	Per Copy
Excess Color copies will be billed in arrears @			\$0.0971	Per Copy

For your convenience, this quotation will become an order when accepted and approved.

### QUOTATION ACCEPTED

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Quotation

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 4256 Frontage Road Fayetteville, AR 72703 479-521-6209 Fax 479-521-8986

[www.preferred-office.com](http://www.preferred-office.com)

Company: **City of Fayetteville Parks**

Date: **April 10, 2012**

Address:

City:

Attn:

Expiration Date: ~~May 10, 2012~~

Qty.	Equipment	Product Number	M.S.R.P.	State Contract Pricing
1	<b>Color imageRUNNER ADVANCE C5045 Base Model</b>	3615B023AD	\$17,850.00	<b>\$9,860.00</b>
1	Cassette Feeding Unit AD1	3654B001AA	\$1,523.00	<b>\$877.50</b>
1	Staple Finisher C1 (include Buffer Pass Unit G1)	3656B002AA	\$2,835.00	<b>\$2,160.00</b>
1	External 2/3 Hole Puncher B1	3660B002AA	\$893.00	<b>\$607.50</b>
1	PCL Printer Kit AE1	3670B006AA	\$840.00	<b>\$607.50</b>
1	Super G3 FAX Board AE1	3675B002AA	\$840.00	<b>\$648.00</b>
<b>Total Investment</b>				<b>\$14,760.50</b>
<b>PLUS APPLICABLE TAX</b>				
<p><b>PreferredCare Extra Service Agreement</b>                  Includes complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums needing replacement due to normal yield expiration and all consumable items such as toner and developer.                  (Excludes staples and paper.)</p>				
Excess B & W Copies will be billed in arrears @			\$0.0136	Per Copy
Excess Color copies will be billed in arrears @			\$0.0971	Per Copy

For your convenience, this quotation will become an order when accepted and approved.

**QUOTATION ACCEPTED**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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