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. \$ 63,723.00 \$ 140,435.00 Fixed Assets/Replacement Copier Program Category / Project Name \$ 63,723.00 \$ 140,435.00 Fixed Assets/Replacement Copier \$ 0 0 Replacement Copier Fund Program Category Name \$ 140,435.00 Replacement Fund Program / Project Category Name \$ 140,435.00 Replacement Fund Fund Name Budgeted Item X Budget Adjustment Attached Image: State St		City of Fayetteville Staff City Council Agend and Contracts, Leases or A August 7th, 20 City Council Meetin Agenda Items On	da Items Agreements 12 g Date	A. 5 Preferred Office Products Page 1 of 10
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. \$ 63,723.00 \$ 140,435.00 Fixed Assets/Replacement Copier Program Category / Project Number \$ 63,723.00 \$ 140,435.00 Fixed Assets/Replacement Copier Program Category / Project Number \$ 63,723.00 \$ 140,435.00 Replacement Copier Fund \$ 0 0 Replacement Copier Fund Program / Project Category / Project Category Name \$ 140,435.00 Replacement Fund Program / Project Category Name Program / Project Category Name \$ 140,435.00 Replacement Fund Program / Project Category Name \$ 140,435.00 Replacement Fund Fund Name Budgeted Item X Budget Adjustment Attached	Peggy Vice	Purchasing		Finance & Internal Services
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CITY COUNCIL AGENDA MEMO

То:	Mayor Jordan & City Council
Thru:	Paul Becker, Finance & Internal Services Director
From:	Peggy Vice, Purchasing Manager P. Uice
Date:	July 20, 2012
Subject:	Replacement Copiers

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.

A. 5 Preferred Office Products, Inc. Page 4 of 10

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:

<u>Section 1</u>: 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 7th 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

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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	\$877.5
1	Paper Deck Unit B2	3655B004AA	\$2,205.00	\$1,687.5
1	PCL Printer Kit AN1	4814B004AA	\$735.00	\$607.5
1	Super G3 FAX Board AK1	4816B002AA	\$840.00	\$742.5
			otal Investment	\$10,275.0
		PLUS AI	PPLICABLE TAX	
8	Copies Per Month			
	PreferredCare Extra Service Agreement			
	Includes complete inspections, cleaning, lubricatio			
	standard parts necessary to maintain equipment in	•	۱,	
	plus any drums needing replacement due to norm	3		
	consumable items such as toner and developer	. (Excludes staples and		
	paper.)			
	Excess B & W Copies will be billed in arrears @		\$0.0136	Per Cop
	For your convenience, this quotation will become an order	when	.0093	
	accepted and approved.			
	QUOTATION ACCEPTED			
IY:				
DATE:				
	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

Company: City of Fayetteville Prosecuting Attorney

Date:

April 10, 2012

Address:

City:

Attn:

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Expiration Date: May 10, 2012

Qty.	Equipment	Product Number	M.S.R.P.	State Contract Pricing
1	Color imageRUNNER ADVANCE C5045 Base Model	3615B023AD	\$17,850.00	\$9,860.00
1	Cabinet Type B	4364B001AA	\$300.00	\$243.00
1	Staple Finisher C1 (include Buffer Pass Unit G1)	3656B002AA	\$2,835.00	\$2,160.00
1	PCL Printer Kit AE1	3670B006AA	\$840.00	\$607.50
1	Universal Send Advanced Feature Set D1	3405B010AA	\$1,155.00	\$877.50
1	Universal Send Security Feature Set D1	3406B006AA	\$945.00	\$742.50
		3675B002AA	\$840.00	\$648.00
1	Super G3 FAX Board AE1			\$15 138 50
1	Super G3 FAX Board AE1	Ĩ	otal Investment PLICABLE TAX	\$15,138.50
	Super G3 FAX Board AE1 PreferredCare Extra Service Agreement Includes complete inspections, cleaning, lubrication, adju standard parts necessary to maintain equipment in good condition, plus any drums needing replacement due to r expiration and all consumable items such as toner and	T PLUS AF ustments and all d operating normal yield	otal Investment	\$15,138.50
<u> 1 </u>	PreferredCare Extra Service Agreement Includes complete inspections, cleaning, lubrication, adju standard parts necessary to maintain equipment in good condition, plus any drums needing replacement due to r expiration and all consumable items such as toner and (Excludes staples and paper.)	T PLUS AF ustments and all d operating normal yield	otal Investment	
	PreferredCare Extra Service Agreement Includes complete inspections, cleaning, lubrication, adju standard parts necessary to maintain equipment in good condition, plus any drums needing replacement due to r expiration and all consumable items such as toner and	T PLUS AF ustments and all d operating normal yield	otal Investment	\$15,138.50 Per Copy Per Copy

accepted and approved.

QUOTATION ACCEPTED

BY:

DATE:

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

Compan Addres Cit		Date:	April 10, 2012	
Att		Expiration Date:	-May 10, 2012	
Qty.	Equipment	Product Number	M.S.R.P.	State Contract Pricing
1	Color imageRUNNER ADVANCE C5035 Base Model	3616B023AD	\$13,020.00	\$7,316.00
1	Cassette Feeding Unit AD1	3654B001AA	\$1,523.00	\$877.50
1	Staple Finisher C1 (include Buffer Pass Unit G1)	3656B002AA	\$2,835.00	\$2,160.00
1	External 2/3 Hole Puncher B1	3660B002AA	\$893.00	\$607.50
1	PCL Printer Kit AE1	3670B006AA	\$840.00	\$607.50
1	Super G3 FAX Board AE1	3675B002AA	\$840.00	\$648.00
			Total Investment	\$12,216.50
		PLUS A	PPLICABLE TAX	
10	PreferredCare Extra Service Agreement Includes complete inspections, cleaning, lubrication, adju standard parts necessary to maintain equipment in good condition, plus any drums needing replacement due to r expiration and all consumable items such as toner and	d operating normal yield		
	(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:

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DATE:



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 Water and Sewer

Date:

April 19, 2012

Quotation

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

			Total Investment	\$5,936.40
			PLUS APPLICABLE TAX	
2	Copies Per Month			
	PreferredCare Extra Service Agreement			
	Includes complete inspections, cleaning, lubric	cation, adjustm	ents and all	
	standard parts necessary to maintain equipment	•		
	condition, plus any drums needing replaceme	v .	0	
	expiration and all consumable items such as		5	
	(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:



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 Parks

Address:

City:

Attn:

U.

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Expiration Date: May 10, 2012.

Date:

Quotation

April 10, 2012

Qty.	Equipment	Product Number	M.S.R.P.	State Contract Pricing
1	Color imageRUNNER ADVANCE C5045 Base Model	3615B023AD	\$17,850.00	\$9,860.00
1	Cassette Feeding Unit AD1	3654B001AA	\$1,523.00	\$877.50
3	Staple Finisher C1 (include Buffer Pass Unit G1)	3656B002AA	\$2,835.00	\$2,160.00
1	External 2/3 Hole Puncher B1	3660B002AA	\$893.00	\$607.5
1	PCL Printer Kit AE1	3670B006AA	\$840.00	\$607.50
		007000000	\$840.00	\$648.00
1	Super G3 FAX Board AE1		otal Investment	\$14,760.50
1	Super G3 FAX Board AE1	1		
1	Super G3 FAX Board AE1 PreferredCare Extra Service Agreement	1	otal Investment	
		T PLUS AF ustments and all d operating normal yield	otal Investment	
.*	PreferredCare Extra Service Agreement Includes complete inspections, cleaning, lubrication, adju standard parts necessary to maintain equipment in good condition, plus any drums needing replacement due to n expiration and all consumable items such as toner and (Excludes staples and paper.)	T PLUS AF ustments and all d operating normal yield	otal Investment	\$14,760.50
	PreferredCare Extra Service Agreement Includes complete inspections, cleaning, lubrication, adju standard parts necessary to maintain equipment in good condition, plus any drums needing replacement due to n expiration and all consumable items such as toner and	T PLUS AF ustments and all d operating normal yield	otal Investment	

accepted and approved.

QUOTATION ACCEPTED

BY:

DATE:

A. 5 Preferred Office Products, Inc. Page 10 of 10