

City Council Agenda Items
and
Contracts, Leases or Agreements

11/5/2013

City Council Meeting Date
Agenda Items Only

Peggy Vice
Submitted By

Purchasing
Division

Finance & Internal Services
Department

Action Required:

Approval to purchase six copiers in the amount of \$36,873.13 plus sales tax (\$40,468.26 Total) 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.

\$ 40,468.26
Cost of this request

4270.9270.5801.00
Account Number

04038.1
Project Number

\$ 117,769.00
Category / Project Budget

\$ 14,621.11
Funds Used to Date

\$ 103,147.89
Remaining Balance

Fixed Assets/Replacement Copier
Program Category / Project Name

Replacement Copier Fund
Program / Project Category Name

Replacement Fund
Fund Name

Budgeted Item

Budget Adjustment Attached

Paul a. Buhl
Department Director Date

Previous Ordinance or Resolution # _____

[Signature]
City Attorney Date 10-18-13

Original Contract Date: _____

Original Contract Number: _____

Paul a. Buhl
Finance and Internal Services Director Date 10-18-2013

Received in City Clerk's Office 13-13A09:20 RCVD
USK

Don Man
Chief of Staff Date 10-18-12

Received in Mayor's Office
ENTERED
10/18/13

[Signature]
Mayor Date 10/18/13

Comments:



CITY COUNCIL AGENDA MEMO

To: Mayor Jordan & City Council

Thru: Paul Becker, Finance & Internal Services Director

From: Peggy Vice, Purchasing Manager

Date: October 17, 2013

Subject: Replacement Copiers

PROPOSAL:

In 2003, the City evaluated 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. 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.
- 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.

RECOMMENDATION:

Approve the purchase of six replacement Canon copiers from Preferred Office Products who is a dealer for the State of Arkansas Canon Copier Contract in the amount of \$40,468.26 total for all six units which includes sales tax. Four of the machines being replaced were purchased in 2003, one in 2004 and one in 2006.

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 .119/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 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 SIX (6) CANNON COPIERS IN THE TOTAL AMOUNT OF \$40,468.26, PURSUANT TO A STATE PROCUREMENT CONTRACT, FROM PREFERRED OFFICE PRODUCTS, INC. OF FAYETTEVILLE

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 six (6) Cannon copiers in the total amount of \$40,468.26, pursuant to a state procurement contract, from Preferred Office Products, Inc. of Fayetteville.

PASSED and APPROVED this 5th day of November, 2013.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer



www.preferred-office.com
479-521-6209

Quotation

Date: October 15, 2013

Expires: November 14, 2013

City of Fayetteville Business Office
prepared by: Alan Dickinson

Canon imageRUNNER 500if

Four Paper Trays

Staple Finisher

PCL Printer Kit AN1

State of Arkansas: SP-12-0100

Total Price for equipment only \$5,094.00

Services Include:

0 BW prints
Color Prints
(Added to Current Service Contract)

Complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums, toner and developer.
(Excludes additional network support, staples and paper.)

All numbers indicated before any applicable taxes

Quotation Accepted By: _____ Date: _____

Notes: _____



www.preferred-office.com
479-521-6209

Quotation

Date: October 15, 2013

Expires: November 14, 2013

City of Fayetteville Police
prepared by: Alan Dickinson

Color imageRUNNER ADVANCE C5235

Cassette Feeding
Unit AD2
Inner Finisher E1
PCL Printer Kit
AR1

State of Arkansas Contract: SP-12-0100

Total Price for equipment only \$9,537.28

Services Include: 0 BW prints
Color Prints

Complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums, toner and developer.

(Excludes additional network support, staples and paper.)

All BW overage clicks billed @ \$0.0100 per copy

All Color overage clicks billed @ \$0.0750 per copy

All numbers indicated before any applicable taxes

Quotation Accepted By: _____ Date: _____

Notes: _____



www.preferred-office.com
479-521-6209

Quotation

Date: October 15, 2013
Expires: November 14, 2013

City of Fayetteville Fleet Operations
prepared by: Alan Dickinson

Canon iR 400if

2 Trays

PCL Printer Kit AN1

State of Arkansas: SP-12-0100

Total Price for equipment only \$2,967.00

Services Include: 0 BW prints
Color Prints
(Added to Current Service Contract)

Complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums, toner and developer.
(Excludes additional network support, staples and paper.)

All numbers indicated before any applicable taxes

Quotation Accepted By: _____ Date: _____

Notes: _____



www.preferred-office.com
479-521-6209

Quotation

Date: October 15, 2013
Expires: November 14, 2013

City of Fayetteville Basement
prepared by: Alan Dickinson

Canon imageRUNNER ADVANCE 4035

- Cassette Feeding Unit AF1
- Staple Finisher G1 (include Buffer Pass Unit H1)
- PCL Printer Kit AN1

State of Arkansas: SP-12-0100

Total Price for equipment only \$6,770.57

Services Include: 0 BW prints
Color Prints
(Added to Current Service Contract)

Complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums, toner and developer. (Excludes additional network support, staples and paper.)
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All numbers indicated before any applicable taxes

Quotation Accepted By: _____ Date: _____

Notes: _____



www.preferred-office.com
479-521-6209

Quotation

Date: October 15, 2013
Expires: November 14, 2013

City of Fayetteville Solid Waste
prepared by: Alan Dickinson

Color imageRUNNER ADVANCE C5235

Cassette Feeding
Unit AD2
Inner Finisher E1
PCL Printer Kit
AR1

State of Arkansas Contract: SP-12-0100

Total Price for equipment only **\$9,537.28**

Services Include: 0 BW prints
Color Prints

Complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums, toner and developer.
(Excludes additional network support, staples and paper.)

All BW overage clicks billed @ \$0.0100 per copy
All Color overage clicks billed @ \$0.0750 per copy

All numbers indicated before any applicable taxes

Quotation Accepted By: _____ Date: _____

Notes: _____



www.preferred-office.com
479-521-6209

Quotation

Date: October 15, 2013

Expires: November 14, 2013

City of Fayetteville Police Warrants
prepared by: Alan Dickinson

Canon iR 400if

2 Trays

PCL Printer Kit AN1

State of Arkansas: SP-12-0100

Total Price for equipment only \$2,967.00

Services Include: 0 BW prints
Color Prints
(Added to Current Service Contract)

Complete inspections, cleaning, lubrication, adjustments and all standard parts necessary to maintain equipment in good operating condition, plus any drums, toner and developer.
(Excludes additional network support, staples and paper.)

All numbers indicated before any applicable taxes

Quotation Accepted By: _____ Date: _____

Notes: _____

