

CITY of REPUBLIC

Established 1871

Exhibit V

AGENDA ITEM STAFF ANALYSIS

Project/Issue Name: Discussion and Possible Vote to Authorize Interim City Administrator to Enter into a Lease Agreement for a Replacement Copy Machine.

Submitted By: Mark Lowe, Police Chief
Toby Schaefer, IT Director

Date: May 14, 2007

Issue Statement

With the copier at the Police Department coming off lease this month and the police department requesting an upgrade to a color machine, a new lease agreement needs to be setup to handle the police department's copier needs for the coming years.

Discussion and/or Analysis

Currently, the police department uses a Toshiba black and white copier for their copy and printing needs. However, with more and more being done digitally in law enforcement, the ability to print things like color police lineup cards and evidence photographs is becoming very important. To fix this problem in the interim, many of the staff at the police department are using small inkjet printers when a photo lineup or evidence photo needs to be printed. The inkjet printers are nice to use; however in quantity not only is the print time very inefficient (2-3 minutes per page for photos), but the cost for ink at an average of \$35 per cartridge quickly adds up.

Another factor to include in the analysis is the lost productivity due to downtime when the copier is in need of repair. At this time, all copier contracts in the City have been serviced by Copy Products, and the level of service that we have received on those copiers over the years is excellent. Robinett Business Systems is a reputable business and while we have no reason to doubt their quality of service, we do not have any personal service history to go by.

After careful ongoing research of the copier market, Konica is the leader in price and performance at this time. We currently have two other c352 copiers in the city and have been very pleased with their quality, speed, and fitness for our needs. Additionally, Konica has won the state contract which is what these copiers are bid from. The IT Director has decided to procure multiple bids based on state contract in order to ensure that the City is getting the best possible discount on the hardware that is specifies. Robinett chose to bid both the Konica c352

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requested and their 'generic' Océ cm3521, which they say is the exact same copier without the Konica name and priced more affordably.

Bidder	Monthly Lease Price (36 Months, Fair Market Value)	Price Per Copy Color	Price Per Copy Black
Copy Products, Inc.	\$327.32 per Month	\$.07 per click	\$.009 per click
Robinett Business Systems c352	\$378.50 per Month	\$.07 per click	\$.012 per click
Robinett Business Systems Océ cm3521	\$340.17 per Month	\$.07 per click	\$.012 per click

Recommended Action

Information Technology Director Toby Schaefer respectfully recommends the Interim City Administrator enter into an agreement with Copy Products for the lease of the Konica BizHub c352.