

REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



To: Mayor and Council

From: Ryan Browning, I.T. Manager

Date: Dec 3, 2013

Subject: Request For Purchase – Multi-function Copier/Printer for City Hall Copy Room

Agenda Item #: IV.N.

The Recommended Bid is

Within Budget

Not Within Budget

Date Bid Opened or Quote Received:
November 24, 2013

Bid or Expiration Date:
December 31, 2013

Company:
I. Metro Sales

Amount of Quote or Bid:
I. \$23,385.32

Recommended Quote or Bid:
Metro Sales (State Contract No. 23596)

General Information:

The current multi-function machine (copier/printer/scanner) located on the second floor of City Hall between the Administration and Finance departments is due for replacement. This device was purchased in 2007, has reached its expected lifespan and is in need of replacement. The device has printed more than 2.5 million pages.

The proposed Ricoh MP C6502SP replacement has an increased page-per-minute count, allows for wireless printing and comes with a lower cost per page that should save about \$3,800 per year based on current volume.

This device will be purchased from Metro Sales off of the State contract and paid for out of the Equipment Replacement fund.

The new multi-function has an expected lifespan of six years.