

**TAB 5**



# City of Palmetto Agenda Item

**Meeting Date**

12/6/10

**Presenter:** Chief Rick Wells

**Department:** Police Department

**Title:**

**Copier Replacement - Squad Room Palmetto Police Department**

The current lease on the Ricoh Copier housed in the Squad Room expires in December. Through the Purchasing Department, the City can lease a Canon IR 3235i with comparable features of the Ricoh, based upon the State of Florida Contract #600-000-11-1.

Our current lease with Ricoh is \$393.90 per month

Proposed lease with Canon is \$365.99 per month

There is a potential savings of \$27.91 per month.

Canon indicates that there is not a lease agreement to be signed. The purchase order will state the lease particulars. (see attached for PO language)

<b>Budgeted Amount:</b>	\$4,118.1 0	<b>Budget Page No(s):</b>	3	<b>Available Amount:</b>	\$4,118.1 0	<b>Expenditure Amount:</b>	\$3,293.9 1
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**Additional Budgetary Information:** Funds budgeted in Act. #0015214405 Expenditure based on 9 months @ \$365.99

<b>Funding Source(s):</b>		<b>Sufficient Funds Available:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Budget Amendment Required:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Source:</b>	FY 11
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<b>City Attorney Reviewed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Advisory Board Recommendation:</b>	<input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	<b>Consistent With:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
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**Potential Motion/Direction Requested:** Motion to approve and authorize the Mayor to execute a new 36 month lease contract with Canon Business Solutions for the Canon IR 3235i copier not to exceed \$13,175.64.

**Staff Contact:** Lieutenant Scott Tyler      PPD      11-18-2010

**Attachments:** Canon Cost Analysis, Language for Lease Purchase Order, Language for the Maintenance Purchase Order

**LANGUAGE FOR THE LEASE P.O. (3235i Police Department)**

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**36 month lease on One (1) IR 3235i (\$118.03/mo.) with the following accessories: Finisher AE1 (\$43.07/Mo.), Cassette feeding Unit Y3 (\$23.13/mo.), Puncher Unit -M1 (\$13.56/mo.) and Super G3 Fax board AC1 (\$19.70/mo.), for a monthly total of \$217.49 per month.**

**Pricing based on State of Florida Contract # 600-000-11-1  
36 MONTH lease at \$217.49 for 36 months.**

**Please address P.O. to: Canon Financial Services  
158 Gaither Drive  
Suite 200  
Mt. Laurel, NJ 08054**

**Lease Remit to: Canon Financial Services (Division of Canon U.S.A., Inc)  
14904 Collections Center Drive  
Chicago, IL 60693**

**LANGUAGE FOR THE MAINTENANCE P.O.**

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**Maintenance includes all parts, labor, service calls, black toner, color toner, travel time. Excludes paper & STAPLES. NO MONTHLY MINIMUMS ON CLICKS Each copy is billed at \$.0055. This PO covers 100,000 copies @\$.0055 till September 30, 2011. Subsequent Pos will follow for the remaining term up to 36 months.**

**Please send P.O. to: Canon Business Solutions, Inc.  
300 Commerce Square Blvd.  
Burlington, NJ 08016**

**Lease Remit to: Canon Business Solutions, Inc.  
15004 Collections Center Drive  
Chicago, IL 60693**

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**Pricing based on State of Florida Contract # 600-000-11-1**



## Cost Analysis - Monthly Breakdown

### Current Equipment

### Current Cost

Police Department Aficio MP3500SPF	\$255.90	
Service – Police Department Aficio MP3500SPF (Based on 30,000/Qtr - \$414/Qtr)	<u>\$138.00</u>	
<b>Total Police Department</b>		<b>\$393.90</b>

### Proposed Equipment

### Proposed Cost

Police Department Canon imageRUNNER 3235i	\$217.49	
Service – Police Department imageRUNNER 3235i (Based on 30,000/Qtr - \$148.50/Qtr)	<u>\$ 49.50</u>	
<b>Total Police Department</b>		<b>\$365.99</b>

Revised: 01/2010 01/2010/0000000000

