

**TAB 8**



# City of Palmetto Agenda Item

**Meeting Date**

**3/7/11**

**Presenter:** Jim Freeman

**Department:** City Hall, Public Works  
Police Department, CRA

**Title:**

Copier Lease Renewals

**ISSUE:**

The current leases for the copiers located at City Hall, Public Works Engineering, Police Department Records and CRA are expiring April 2011. The City leases all copiers and will need the approval of City Commission and Mayor to execute the new lease agreements.

**BACKGROUND:**

In accordance with the purchasing ordinance, the Purchasing Department made use of the piggyback method and had Canon obtain previously negotiated contract from the State of Florida Contract #600-000-11-1. This lease contract guarantees us the best price for the units we've selected. In addition to having current technology meet our current needs, leasing maintenance advantages include free parts, labor and toners.

All Departments have had their current units for three years; as a result, these will most likely require significant continuing maintenance resulting in down time. All of the new leases from Canon will result in monthly savings to the Departments.

**ALTERNATIVES:**

1. Authorize the Mayor to execute a new 36-month lease agreement with Canon at the proposed lease prices, plus estimated maintenance.
2. Go to a month to month lease/maintenance on the current Ricoh units and/or direct IT Department to look in to a comparable buying option.

**BUDGET IMPACT:**

The monthly costs will be charged to each Department's Operating Lease budget, included in approved fiscal year 2011 budget.

<b>Budgeted Amount:</b>	<input type="text"/>	<b>Budget Page No(s):</b>	<input type="text"/>	<b>Available Amount:</b>	<input type="text"/>	<b>Expenditure Amount:</b>	<input type="text"/>
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**Additional Budgetary Information:**

Each new lease represents an annual savings over the current leases.

<b>Funding Source(s):</b>	<input type="checkbox"/> Operating Lease	<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>	<input type="text"/>
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<b>City Attorney Reviewed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<b>Advisory Board Recommendation:</b>	<input type="checkbox"/> For <input type="checkbox"/> Against <input checked="" type="checkbox"/> N/A	<b>Consistent With:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="text"/>
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**Potential Motion/Direction Requested:**

**RECOMMENDATION:**  
Staff recommends the Mayor execute the new 36-month lease agreements with Canon at their proposed solutions.

<b>Staff Contact:</b>	Nixa Haisley	941/723-4570	<input type="text"/>
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**Attachments:** Yes, Cost Analysis for each department indicating current costs and proposed solution replacement costs.



## Cost Analysis- City Hall

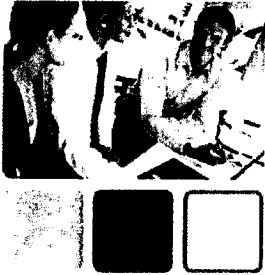
	<u>Current</u>	<u>Proposed Solution</u>
Model Number	Ricoh Aficio MP C4500	Canon iR Advanced C5051
Speed	45/45 ppm B/W/Color	<b>51/51 ppm B/W/Color</b>
Color: Yes/No	Yes	Yes
Scanning	Yes	Yes
Network Printing	Yes	Yes
Fax: Yes/ No	Yes	<b>No</b>
Finisher: Yes/No	Yes	Yes
2/3 Hole Punch: Yes/No	Yes	Yes

### Costs

Service/Maintenance	0.0125 B/W, 0.075 Color	0.0074 B/W, 0.048 Color
Base Charge 15,000 B/W	\$291.00	\$0
Cost per Copy	\$0	.0074 x 15,000 = \$111.00
Monthly Lease Cost	<u>\$335.38</u>	<u>\$315.82</u>
<b>Total</b>	<b><u>\$626.38</u></b>	<b><u>\$426.82</u></b>

**Total Annual Savings**

**\$2,394.72**



## Cost Analysis- Public Works - Engineering

	<u>Current</u>	<u>Proposed Solution</u>
Model Number	Ricoh Aficio MP 2000SPF	Canon iR 1025N
Speed	20 ppm B/W	<b>25 ppm B/W</b>
Color: Yes/No	No	No
Scanning	Yes	Yes
Network Printing	Yes	Yes
Fax: Yes/ No	Yes	No
Finisher: Yes/No	No	No
2/3 Hole Punch: Yes/No	No	No
<b><u>Costs</u></b>		
Service/Maintenance	0.0175 B/W	0.012 B/W
Base Charge 6,000 B/W	\$121.00	\$0
Cost per Copy	\$0	.012 x 6,000 = \$72.00
Monthly Lease Cost	<u>\$91.48</u>	<u>\$32.45</u>
<b>Total</b>	<b><u>\$212.48</u></b>	<b><u>\$104.45</u></b>
<b>Total Annual Savings</b>		<b>\$1,296.36</b>



## Cost Analysis- Police Department

	<u>Current</u>	<u>Proposed Solution</u>
Model Number	Ricoh Aficio MP 5000SPF	Canon iR Advanced 6055
Speed	50 ppm B/W	55 ppm B/W
Color: Yes/No	No	No
Scanning	Yes	Yes
Network Printing	Yes	Yes
Fax: Yes/ No	Yes	Yes
Finisher: Yes/No	Yes	Yes
2/3 Hole Punch: Yes/No	Yes	Yes

### Costs

Service/Maintenance	0.0125 B/W	0.0039 B/W
Base Charge 18,000 B/W	\$334.00	\$0
Cost per Copy	\$0	.0039 x 18,000 = \$70.20
Monthly Lease Cost	<u>\$283.45</u>	<u>\$295.00</u>
<b>Total</b>	<b><u>\$617.45</u></b>	<b><u>\$365.20</u></b>
<b>Total Annual Savings</b>		<b>\$3,027.00</b>



## Cost Analysis- CRA



Model Number

### Current

### Proposed Solution

Ricoh Aficio MP C3000

Canon iR Advanced C5035

Speed

30/30 ppm B/W/Color

**35/35 ppm B/W/Color**

Color: Yes/No

Yes

Yes

Scanning

Yes

Yes

Network Printing

Yes

Yes

Fax: Yes/ No

Yes

**No**

Finisher: Yes/No

Yes

Yes

2/3 Hole Punch: Yes/No

Yes

Yes

### Costs

Service/Maintenance

0.014 B/W, 0.08 Color

0.0078 B/W, 0.065 Color

Base Charge 12,000 B/W

\$207.00

\$0

Cost per Copy

\$0

.0078 x 12,000 = \$93.60

Monthly Lease Cost

\$232.00

\$202.99

**Total**

**\$439.00**

**\$296.59**

**Total Annual Savings**

**\$1,708.92**