

Subject	Authorize Purchase of New Digital Copier
Summary	The Authority’s high volume digital copier is due for replacement. On April 16 th the Board authorized RFP #08-6 to obtain proposals for a new copier. Proposals which included 17 copiers from six vendors were received and evaluated. The proposal submitted by Canon Business Solutions for the Image Runner (IR) 7095 digital copier best meets the needs of the Authority. Staff is seeking authorization to purchase a new digital copier.
Recommendation	Authorize the Executive Director to enter into a purchase and maintenance agreement for a Canon IR 7095 multifunctional digital copier at a total cost of \$26,248. The Canon copier IR 7095 model was found to be the Authority’s best fit for volume, speed, functionality, reliability, ongoing support and future growth.
Financial Implications	Vendors were required to submit terms for both purchasing and leasing. These terms were evaluated and a direct purchase was found to be more cost effective for the Authority. A lease includes financing charges and unspecified “buy out” fees which are avoided with a direct purchase. The total cost of \$26,248 includes the purchase price, software, sales tax, delivery, and installation is included in the budget. A related maintenance plan to obtain service, support and supplies (except for paper) is estimated at \$360.00 per month (based on volume), slightly less than the current maintenance contract.
Options	<ol style="list-style-type: none"> 1. Approve staff recommendations calling for the purchase and maintenance of the IR 7095 multifunctional digital copier. 2. Reject all proposals.
Attachments	None.
Changes from Committee	<i>None</i>

Background

The Authority currently leases a Toshiba e-Studio 650 high volume digital copier from Danka Office Imaging. This copier is used largely for duplicating Board and Committee packets. The Authority’s copier volume is approximately 70,000 copies per month. Since acquiring the copier in 2003 it has produced over 4 million copies. The reliability of the copier, however, has degraded in recent months and calls for service have increased significantly. Reliability is a critical business need for the Authority in order to meet production timelines for Board and Committee meetings. The need for a new copier has become imminent and the Board authorized RFP #08-6 to find a replacement.

The RFP established functionality specifications to be addressed by the vendors, for example, copies per minute, copies per month, memory capacity, networking features, scanning, paper capacity, etc. The RFP also requested vendors to address alternative functions for consideration, such as special binding, color, document management software, etc. On June 12th, the Authority received six proposals which included 17 copier choices, varying configurations and prices ranging from \$12,916 for limited functionality to as much as \$94,658 for fully loaded models which far exceeded the Authority’s need.

Proposals were received from:

- Canon Business Solutions (recommendation)
- AA Office Equipment & Furniture
- American Business Equipment, Inc
- Ikon Office Solutions
- Toshiba Business Solutions
- Xerox

The proposals were evaluated against the Authority's RFP specifications with consideration also given to additional features which may enhance document production or be more cost effective to operate. Based on this review, the field of copiers was narrowed to two products, a Canon copier and a Ricoh copier. The next step involved a demo of the two copier finalists by the Chief Financial Officer and Administrative staff. This step was very helpful in understanding the functionality and gauging user friendliness of each copier. This testing revealed that the Canon product was easier to work with and included many helpful features which will improve efficiency in how documents are copied.

The recommendation calls for a direct purchase of the copier versus a leasing arrangement. A direct purchase will avoid financing costs and the unknown "buy back" cost at the end of the lease.