



# Multi-Function Copiers & Printers

September 18, 2012



# Overview

- Current status of City printers & copiers
- Objectives of replacement
- Proposed approach

# Currently

- Multi-function printing is the most cost effective printing over single function units
- There are 16 multi-function printers/ copiers Citywide (3 are inoperable)
  - City Hall (11), PD (1), Fire locations (3) and Public Works (1)
- Approximately 1.2 million pages are produced each year (50% color, 50% black & white)
- Nine separate models utilized (three brands)

# Currently

- Three separate warranty agreements
  - As of December 2011, one contract expired
- All units have exceeded their 5-year useful lives
- Significant down-time being experienced with 3 inoperable units
- FY11-12 cost of maintenance - \$48,669
- Staff determined replacement is necessary due to end of useful life, down-time experienced & cost to continue

# Objectives for Replacement

- Provide staff with functioning machines
- Standardize the make and operation of the units
- Determine the appropriate units based on the needs of each location before and after relocation to the new City Hall complex
- Evaluate the advantages of leasing versus buying the units

# Objectives for Replacement (Continued)

- Provide multi-function units (ability to print, copy, scan and fax documents)
- Provide units with the ability to minimize color printing but still provides that capability if needed

# Proposed Approach

- Provide three types of Konica Minolta multi-function machines + one plotter/scanner
  - Large color units (6)
  - Small color unit (4)
  - Small black & white unit (5)
  - Plotter Scanner (1)

# Proposed Approach (Continued)

- Purchase (vs. lease)
  - Warranty is the same under either option
  - No budgetary impact for five years
  - Avoids \$20,316 in calculated interest over 5 years (assuming a five-year lease)



# Cost

- Purchase - \$114,042 (includes \$9,837 trade-in)
- Maintenance
  - If nothing is done, it is assumed that the annual maintenance cost will at least continue to be at or in excess of the FY11-12 costs

	Current Maintenance Cost	Maintenance Cost (Purchase or Lease)	
	(assuming FY11-12 level)	50%/50% (color/B&W)	25%/75% (color/B&W)
Annual Cost	\$48,669	\$34,200	\$21,300
Total over 5 Years	\$243,345	\$171,000	\$106,500



# Device Comparisons-Printers/Copiers



## C554

- B&W/Color
- Touchscreen
- 55 pages/minute
- Booklet making
- Stapling
- 2/3 hole punch
- Tri-fold and z-fold capabilities



## C364

- B&W/Color
- Touchscreen
- 36 pages/minute



## 363

- B&W
- Touchscreen
- 36 pages/minute

# Device Comparisons-Plotter



## **T2300 eMFP**

- B&W/Color
- Touchscreen
- Print, scan & copy