



ROCK ISLAND
ILLINOIS

MEMORANDUM
ADMINISTRATIVE SERVICES DEPARTMENT

TO: Thomas Thomas, City Manager

Number: 13-008

SUBJECT: Copier/Printer Replacement

Date: 6/8/2012

The Administrative Service Department conducted a request for proposals (RFP) regarding Copier/Printer devices and maintenance.

Background

Several multifunctional copier/printer/scanner/fax devices have been in service in various departments for 5 years or more. These units are in high usage areas and have become costly to operate as well as somewhat problematic. Since these multifunctional devices are installed in locations of high user concentration, service incidents can cause considerable productivity loss during outage. For these reasons replacement alternatives have been evaluated.

Eight proposals were received. Proposal summary costs are tabulated based on the City of Rock Island's expected usage for your review and are attached. Vendors of the four lowest total cost proposals were then contacted and demonstrations scheduled for the staff team to review the equipment and service offerings. All vendors represented the product very professionally, and the offerings are extremely close in comparison. Office Machine Consultants located in Rock Island was able to show value in the Toshiba product line while provided a proposal with the lowest initial equipment cost and consistent maintenance rates for the entire five year life expectancy.

Recommendation: The Administrative Services Department recommends that the City Council approve the purchase of six Toshiba copier/printers from Office Machine Consultants of Rock Island, IL for a total of \$45,884.00 and authorize the City Manager to the sign maintenance agreement.

Vendor: V01240 - Office Machine Consultants

Payment Amount: \$45,884.00

Account Chargeable:

Fund: 101 General Fund

Division/Cost Center: 256081 Information Technology

Object Class: 52406 Computer Equipment < 10M

Project Number: 0000000 n/a

Requisition Number: 003346

Submitted by: John Thorson, Administrative Services Director
Timothy Bain, Assistant Director - IT

APPROVED: Thomas Thomas, City Manager

	<u>Equipment</u>	<u>Total</u>
Advanced	\$43,173.00	\$130,725.87
Digital	\$43,975.00	\$129,962.73
QCBS	\$44,246.00	\$135,021.50
<i>Oce'</i>	<i>\$50,044.00</i>	<i>\$135,362.00</i>
OMC	\$41,279.00	\$135,329.00
<i>P3</i>	<i>\$44,865.00</i>	<i>\$151,751.50</i>
<i>RICOH</i>	<i>\$52,067.50</i>	<i>\$153,349.75</i>
<i>XEROX</i>	<i>Unable to Calculate</i>	

Used for comparison purposes of the original five devices. A sixth device was determined to be needed after the RFP's had been submitted.