

# Memo

To: Standing Committee on Finance

Date: September 30, 2015

From: Janice O'Connell, Assembly Clerk

Re: Proposed Ordinance 15-08 – Request for new office copy machine

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## Status of current copy machine:

- Considered obsolete by the company that sold and serviced this machine
- Copy machine is 10 years old – was purchased new in 2006
- As of August 2015 the company no longer offers a service contract for this machine – it has expired – was not made aware of this or would have budgeted for the replacement of this piece of equipment
- Company cannot get parts for the machine – if it breaks, spare parts might be available from a scrap machine but there is no guarantee – repairs without a service contract will be too expensive to justify keeping the copy machine
- Have had a few maintenance issue with this machine during 2015 – it's showing its age
- Do not have the option of using any other copy machines within the building

## Request for new machine:

- County can purchase or lease new copiers under State contract.
- Recommend same vendor (Kenmark) and same copy machine manufacturer (Savin) – already approved by purchasing office as authorized under State contract
- Requesting \$6,000 to purchase versus lease. Total cost is \$6,277 but I have the difference (\$277.) maintenance contract money in the FY16 budget that will not be spent this year because I could not get a maintenance contract on the obsolete machine. New machine will come with a free one-year maintenance guarantee. (See attached proposal for new copier)
- Purchase versus lease option...spoke to Bob Lawton and he agrees with my rationale. Lease will be more costly and we tend to keep our copy machine longer than 5 years. Therefore no need to replace after 5 years when a lease would expire.
- Suggest purchasing a Savin C3003. This machine is smaller than the one we currently have and has fewer functions. Reality ..... we are not using all those fancy functions so why pay for them. Savin has a smaller model available at less cost but it would not be suited to our needs.....too slow with too few functions. The model I am proposing will do the job.

