City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager MPW

FROM: Laura A. Schaefer, Finance Director/City Clerk LAS

DATE: July 17, 2019

SUBJECT: Copier Bids

On July 15, 2019, four bids were received to replace the copier at City Hall. The City will work with the successful bidder to deliver the new copier to the new City Hall location to coincide with the move and have the old copier removed from service.

All copier bids met the minimum specifications. A summary of the bids is attached. The summary includes the cost of the base unit and a cost for an estimated five-year maintenance contract. The maintenance contract was bid for a locked five-year rate. The estimated maintenance contract cost was based on making 9,800 black/white copies and 3,000 color copies per month for each vendor. That information was factored in to help get a more "true" cost of ownership of the copier.

Based on the five year "true" cost analysis, Access Systems, Waukee, Iowa, is the lowest bidder. I checked references for two companies in Carroll that have a copier from Access Systems. Neither company had any complaints about their current copy machine and spoke highly of their service.

RECOMMENDATION: Council consideration and approval of purchasing the Sharp MX-5071 copier from Access Systems at their bid price of $6,363.46 and enter into a maintenance contract at a rate of $0.0044 per black/white copy and $0.0360 per color copy.

RESOLUTION NO. _____

A RESOLUTION APPROVING A COPIER MAINTENANCE CONTRACT WITH ACCESS SYSTEMS, INC.

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be reduced to writing and approved by the City Council by resolution; and

WHEREAS, Access Systems, Inc. has bid copier maintenance services at a rate locked for five years at $0.0044 per black/white copy and $0.036 per color copy;

WHEREAS, it is determined that the approval of a copier maintenance contract with Access Systems, Inc. is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that a copier maintenance contract with Access Systems, Inc., be authorized and approved.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 22nd day of July, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

City of Carroll Copier Bid results and comparisons

July 15, 2019

Sorted by Total Cost - Equipment plus Service/Supplies

Company	Model proposed	Base Unit Cost	3 hole punch	CPC Black	CPC color	Annual B/W	Annual Color	Total 5 years	
Access Systems	Sharp MX-5071	$ 6,097.83	$ 265.63	$ 0.0044	$ 0.0360	$ 517.44	$ 1,296.00	$ 15,430.66	*
Counsel Office	HP E87650z	$ 5,998.50	$ 282.50	$ 0.0060	$ 0.0400	$ 705.60	$ 1,440.00	$ 17,009.00	**
Premier Office Equipment	Xerox C8055	$ 7,423.91	$ 342.39	$ 0.0059	$ 0.0398	$ 693.84	$ 1,432.80	$ 18,399.50	
Marco LLC	Konica Minolta	$ 9,367.98	$ 402.19	$ 0.0071	$ 0.0459	$ 834.96	$ 1,652.40	$ 22,206.97	
Koch Office Group	Bid not received by bid deadline								
MMIT Business Solutions Group	Bid not received by bid deadline								

* - staples and freight on toner covered under service agreement

** - staples and freight on toner NOT covered under service agreement