REQUEST FOR ACTION

CITY COUNCIL

Agenda Date: 5/7/2024

Agenda Section: Consent Agenda

Department Origination: IT

Agenda Item: Approve Purchase of Ricoh Multifunction Device from Metro Sales

Approval Required: Simple Majority Vote

BACKGROUND

Earlier this year, the City was notified that support and parts availability for the existing high-volume primary copier at City Hall will end in June. This unit is nine years old and has printed 1.1 million pages during that time. After reviewing options on the State of MN Multifunction Device (MFD) contract, evaluating past usage and future needs, staff is proposing to purchase a Ricoh IM C6010 from Metro Sales.

FINANCIAL IMPLICATIONS

The recommended model has a unit cost of $15,040 with maintenance charges of $.0089 per black & white and $.059 per color printed page. This maintenance charge includes all supplies, maintenance and repairs to the device, less staples and paper.

This item was not identified to be replaced in the adopted 2024 Budget since the existing model was still functional and support was available. However, since funds are allocated for this each year as part of the Capital Equipment Replacement Fund's IT capital and minor equipment replacement program, sufficient funds exist for this purchase.

STAFF RECOMMENDATIONS

Staff recommends the purchase of a Ricoh IM C6010 in the amount $15,040 from Metro Sales, utilizing State of MN contract # 189673 for Ricoh Multifunction Devices (MFD) with funding from the Capital Equipment Replacement Fund's IT capital and minor equipment replacement program.

COUNCIL ACTION REQUESTED

Motion to approve the purchase of a Ricoh IM C6010 in the amount $15,040 from Metro Sales.