

Memorandum



Date: May 5, 2026
To: Buchanan City Commission
From: Tony McGhee
Subject: Contract for Furnishing and Maintaining City Copiers

Background

The City's current copier fleet has reached a point where age, reliability, maintenance needs, and ongoing operating costs warranted a full review of available service options. In response, staff prepared and issued a Request for Proposals for copier and managed print services across all City offices. The RFP was posted on the City's website and also sent directly to prospective service providers. The City received seven proposals, summarized below:

Vendor and Option	Equipment	Term	Estimated Monthly Cost	Notes
ITg Proposal 1	Demo Xerox C8130 units	36 months	\$459.97	Lowest cost, demo equipment, usage based billing
D.L. Gallivan Option 2	New Kyocera fleet	63 months	\$596.37	Best new equipment value, includes toner, parts, labor, and onsite service
D.L. Gallivan Option 1	New Kyocera fleet	63 months	\$606.37	Slightly higher than Option 2
Printer Pros	Two year old Canon fleet	36 months	\$658.00	Lease plus maintenance
ITg Proposal 2	New Xerox fleet	36 months	\$820.09	Lease plus estimated usage charges
Xerox Business Solutions	New Xerox fleet	36 months	\$823.68 plus	Final cost may vary based on usage

Vendor and Option	Equipment	Term	Estimated Monthly Cost	Notes
Parrett	New Sharp fleet	36 months	\$919.88	Lease plus estimated usage charges

Although ITg Proposal 1 is the lowest monthly cost, staff does not believe it represents the best overall value for the City. That proposal is based on demo equipment rather than new equipment. While the machines have fewer than 20,000 impressions, they are not new devices, of uncertain age, and may not provide the same long-term reliability as a newly installed fleet.

D.L. Gallivan Option 2 provides the strongest overall value. It includes a fleet of new Kyocera devices for all City offices, along with toner, parts, labor, and onsite service calls. This all-inclusive structure gives the City a clearer and more predictable monthly cost, reduces the risk of unexpected service expenses, and provides a more reliable equipment replacement strategy.

The recommended proposal is not the lowest bid, but it provides new equipment, stronger service clarity, and better long-term operational value. For an organization that relies on copiers and printers daily across multiple offices, reliability and predictable service costs are important considerations.

Recommendation

Staff recommends that the City Commission approve D.L. Gallivan Option 2 for citywide copier and managed print services at an estimated monthly cost of \$596.37. This new contract is projected to save approximately \$2,400 annually compared to the City’s current contract.