



MEMORANDUM

Date: April 15, 2021
To: City Commission
From: Kevin Kuchenbecker, Historic Preservation Officer
Re: Replacement of Large Format Printer

Staff is requesting permission to purchase a large scale color printer, more specifically the Canon TM-305. The new printer will replace the obsolete Canon IPF700 printer that was purchased in 2010. Since the IPF700 is obsolete, parts and service have become difficult to locate.

Staff received quotes from Century Business Products in Rapid City for \$4,328.67, CDW-G for \$4,803.03, B&H Photo for \$5,159.93 and Grimco for \$14,874.00 which included a scanner. Based on the quotes, staff chose to go with Century Business Products as they provided the lowest quote and are local should service be required. Staff is familiar with the service Century Business Products provides as they also are the servicer of our copier machine.

The Historic Preservation Commission reviewed this request at the April 14, 2021 meeting and recommend to the City Commission to approve the purchase of a Canon TM-305 large scale printer from Century Business Products in Rapid City for \$4,328.67 to be paid from the Historic Preservation machinery/equipment line item.

RECOMMENDED MOTION:

Move to approve the purchase of a Canon TM-305 large scale color printer from Century Business Products in Rapid City for \$4,328.67 to be paid from the Historic Preservation machinery/equipment line item.