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01/11/24

To: Hamburg Township Board
From: Tony Randazzo
Re: New Copier for Police Dept. & Senior Center

I request approval from the Township Board to purchase a new copier for the Police Department and Senior Center. This will replace the two existing units that are approaching eight and nine years old, respectively. These older machines are at the end of their useful life and have escalating maintenance costs. They are also not as secure as a new model will be. I obtained quotes from three vendors for comparable machines. On the next page is a breakdown of the proposals from the three companies.

I recommend that we purchase the Ricoh IMC 3010 from Applied Imaging for the Senior Center as it is clearly the most economical choice especially with the amount of color prints that the Senior Center generates.

For the Police Station, I recommend we purchase the Sharp BP-70C31 from Image Business Solutions. Although it is not the lowest cost option, it is not far off in dollars and offers enhanced security and useability features that will benefit the Police Station better than the Ricoh offering. Both of these purchases will be taken out of the capital equipment line item from each respective budget.

2024 Copier Bids - PD

Vendor	UTEC	Applied Imaging	Image Business Solutions
Model	Sharp BP-70C31	Ricoh IMC 3010	Sharp BP-70C31
Purchase Price	\$5,595.00	\$5,757.46	\$5,696.02
Annual Maintenance & Printing Cost	\$1,656.00	\$1,056.00	\$1,260.00

Based on 1000 copies b/w, 2,000 color

Overage Cost .01 B/W .008 B/W .007 B/W
 .064 Color .04 Color .049 Color

One Year Total Cost (Without Overages) \$7,251.00 \$6,813.46 \$6,956.02
 Two Year Total Cost (Without Overages) \$9,022.92 \$7,869.46 \$8,216.02

2024 Copier Bids - Senior Center

Vendor	UTEC	Applied Imaging	Image Business Solutions
Model	Sharp BP-70C31	Ricoh IMC 3010	Sharp BP-70C31
Purchase Price	\$5,118.00	\$4,561.01	\$4,324.44
Annual Maintenance & Printing Cost	\$3,420.00	\$3,552.00	\$3,948.00

Based on 1000 copies b/w, 5,000 color

Overage Cost .01 B/W .008 B/W .007 B/W
 .055 Color .04 Color .049 Color

One Year Total Cost (Without Overages) \$8,538.00 \$8,113.01 \$8,272.44
 Two Year Total Cost (Without Overages) \$12,197.00 \$11,665.01 \$12,220.44