



REPORT TO VILLAGE BOARD

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| ITEM NAME: | Municipal Copier/ Printer Upgrade |
| MEETING DATE: | October 09, 2023 |
| PRESENTING COMMITTEE: | |
| COMMITTEE CONTACT: | Chris Voll |
| STAFF CONTACT: | Sarah Fisher |
| PREPARED BY: | Sarah Fisher |

ISSUE: With having a smaller printer in the Police Department it is costing more money than having two Konica size printers. The Konica printer we have was purchased in March of 2017 outright so we have no lease on it. Speaking with the representative from Bauernfind the printer has a lot of life left on it, moving it down to the Police department and purchasing a new printer for the Manipal office would put us in a position to save money monthly on our service as well as having more up to date technology in the busiest part of the municipal building.

OBJECTIVES: To purchase the Kyocera Printer for the Municipal office and move the Konica to the police department creating a savings on our monthly coping/printing costs.

ISSUE BACKGROUND/PREVIOUS ACTIONS: n/a

PROPOSAL: To purchase the Kyocera Printer for the Municipal office and move the Konica to the police department creating a savings on our monthly coping/printing costs.

ADVANTAGES: Update technology and save money on monthly costs

DISADVANTAGES: purchase of new printer

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) one-time purchase of Kyocera Printer \$7, 218.00

RECOMMENDED ACTION: purchase new Kyocera printer for VOK office and move current Konica to Police department

OTHER OPTIONS CONSIDERED: rent copier at \$143.00 per month

TIMING REQUIREMENTS/CONSTRAINTS: n/a

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number: 100-51400-485-000

Description: Computer Supplies & expense

Budgeted Amount: 152,500

Spent to Date: 63,047.71 (7/31/2023)

Percentage Used: 41.3

Remaining: 89,452.29

ATTACHMENTS (describe briefly): Proposal from Paul Knoff at Bauernfeind, and Kyocera spec packet