



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: February 3, 2025
RE: City Hall Copier Lease

Background Brief: The current copier/scanner on the administrative side of City Hall has reached the end of its useful life. Over the past three (3) months, staff have had to place service requests at a minimum of once every two weeks due to machine components failing. While we continue to attempt to transition more and more to digital files, local government is still a paper-heavy industry, and having a functional commercial printer is necessary.

We have solicited quotes from three (3) local companies for a commercial printer lease. After reviewing quotes and meeting on-site with the proposed vendors, the staff is recommending entering into a 60-month (5-year) lease agreement with Ricoh. Ricoh is offering MiDeal contract pricing.

Based on the machine's current usage, our monthly bill is ~\$350 for our Toshiba 4505ac. With a lease agreement with Ricoh, the City would receive a new Ricoh IMC4510 at a flat rate of \$146.50 per month (including finisher/stapler) plus the cost of black/white printing (\$0.0050 per print) and color printing (\$0.0350 per print). The copy charge includes toner, parts, labor, and preventative maintenance. The copy charge is fixed for the lease period. A new Ricoh IMC4510 has an MSRP price of \$21,655.

Based on our current usage, staff anticipates our total monthly billing (flat rate + copies) to be \$250 per month. If utilized effectively, the lease agreement could save the City \$100+ per month.

Previous Action: N/A

Economic Impact: Minimum \$146.44 per month flat rate for 60 months = \$8,786.40 over the life of the lease. If the flat rate + prints equal ~\$250 per month = \$15,000 over the life of the lease.

Recommendation: It is my recommendation to enter into the proposed lease agreement.

Recommended Motion:

Moved by Council Member _____ seconded by Council Member _____
to approve entering into a 60-month lease agreement a new City Hall administrative copier with Ricoh.

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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