



City of McCleary

Memorandum

To: Mayor Orffer

From: Todd Baun- Director of Public Works

Date: September 3rd, 2021- For September 8th Council Meeting

Subject: Large Document Scanner Contract

RECOMMENDATION

Please allow the Mayor to sign the agreement with Kelley Connect for the wide format scanner/printer.

BACKGROUND

Attached are 2 proposals that are for a color scanner that also is a printer for color wide format with OCR capabilities. Both proposals will end our commitment on the Contex Large Document Scanner. There are service options for both machines, but since both machines have a 90 warranty, we be able to see what maintenance options would work best for us and sign a separate agreement after the 90 days.

Proposal #1 is from Kelley Connect, who also provides the lease and maintenance of the front office copy/scan/fax machine. They are proposing a HP DesignJet XL 3600 and have them in stock and available. Their lease monthly payment is for \$230.00 per month.

Proposal #2 is from Ricoh, who has the current contract for the Contex Large document scanner. They are proposing a Ricoh MP CW2201SP Color Wide Format. They have to order and at least 1 month out on delivery. Their lease monthly payment is for \$222.49 per month.