

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Rhyme Agreement No. 3289343, a 60-month contract for copier equipment.

Committee Review: N/A

Meeting Date: Common Council, August 18, 2026

Presented by: Misty Molzof, Treasurer

Recommended Action Items:

1. July 28, 2026, the Budget Committee Recommended Common Council approval of Rhyme Agreement No. 3289343, 60-monthth contract as presented (Page 6 of the project proposal), monthly base payment of \$477.71 for replacement of 3 copiers/scanners/fax with 2 Sharp BP-71C31 MFPs.

Reasons to replace existing equipment with proposed:

1. Current Agreement expires December 2026, and machines will no longer be under service agreement.
2. Current machines are not conducive to new work environment creating inefficiencies in our workflow and effort of moving forward with digital record keeping.
3. Machine in lobby and in city office will be the same model with the same features – consistent in their use and functions and identical to set up on network.
 - a. Lobby machine is primarily used by Zoning, Public Works, and Mayor, with some usage by the utilities.
 - b. City Office machine is primarily used by Administrator, Clerk, Treasurer, and Admin Assistant.
4. Cost savings - \$95.49/month or \$1,145.00 annually.
 - a. Currently paying \$573.20/month average
 - b. New Contact amount is \$477.71/month average
5. By removing the fax line, and joining with the Library E-Gold Fax Account, we will also save an additional \$45/Month or \$540/Year.