



Spring Lake Park  
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# Memorandum

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**To:** Mayor Nelson and Members of the City Council  
**From:** Wanda Brown, Accounting Clerk/Special Projects Coordinator  
**Date:** January 13, 2021  
**Subject:** Copier Purchase

I am requesting the Council's permission to purchase a new copier a year earlier than staff had anticipated. The copier was scheduled to be purchased in 2022. The current copier was purchased in May 2012, and it has been experiencing a number of service calls leading to downtime for staff. Also, as the copier ages the cost of the Maintenance Agreement has increased. Funding for the new copier would come from the 2018 Equipment Certificate.

Over the last several months, Executive Assistant Gooden and I have visited three companies to review copy machines. Once we had completed our visits to each company they provided a quote for the purchase of said machine (see below). All the companies offer the service and supply program, which includes service, parts, labor, preventive maintenance, drums, rollers, toner and developer.

It is my recommendation based on all things being equal that we purchase the copier from Marco.

Thank you

Features	Coordinated Business	Marco	Metro Sales
Copier Cost	\$13,495.00	\$10,168.86	\$10,320.00
Model	TASKalfa 7353ci	Konica C650i	Ricoh IM C6000
Copies/Minute	73 copies/minute black & white 65 copies/minute color	65 copies/minute	65 copies/minute
Maintenance Agreement	\$1,143/Quarter includes \$157.50/Quarter black & white \$405.00/Quarter Level 1 color \$556.50/Quarter Level 2 color \$ 24.00/Quarter Level 3 color	\$909.00/Quarter includes \$234.00/Quarter black & white \$675.00/Quarter color	\$916.20/Quarter includes \$241.20/Quarter black & white \$675.00/Quarter color
Copies/Quarter	21,000/quarter black & white 15,000/quarter Level 1 color 10,500/quarter Level 2 color 100/quarter Level 3 color	36,000/quarter black & white 15,000/quarter color	36,000/quarter black & white 15,000/quarter color
Black & White Overages	\$0.0075	\$0.0065	\$0.0067
Color Overages	Level 1 - \$0.027 Level 2 - \$0.053 Level 2 - \$0.08	\$0.045	\$0.045