



# City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970  
FAX (509) 427-8202

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

To: City Council  
From: Leana Kinley, City Administrator  
RE: Copier Purchase/Lease  
Meeting Date: May 16, 2019

## **Executive Summary:**

The City of Stevenson's contract for a small Ricoh copier expires the end of June. The large copier that the city owns is reaching the end of its useful life and is no longer manufactured. There are three companies that have provided quotes for lease, purchase and service options for both copiers, CTX, Ricoh and Solutions Yes!.

## **Overview of Items:**

The technology offered by each company is very similar. They all have scanning capabilities with OCR, fax, the same number of paper trays and the same finishing features (stapling, collating, etc). The Kyocera from Solutions Yes! runs at 40 pages per minute (ppm) for copy and print rather than our current 45 ppm. The service cost for CTX does not include staples, which would cost about \$53 for 15000 staples. More details specifications for each quote and solution presented are attached.

The service costs were estimated for 5 years based on the last quarter's usage. Solutions Yes stated they would match the lease or purchase price of any vendor. Solutions Yes also have a tiered pricing structure based on the amount of color used. In the estimates below, the highest cost of a full color sheet was used.

	<b><u>Solutions Yes</u></b>	<b><u>Ricoh</u></b>	<b><u>CTX</u></b>	<b><u>SY-Price Match</u></b>
Lease Total	20,745.96	17,849.55	18,517.83	17,399.76
Purchase Total	19,470.16	15,233.75	14,807.85	13,689.78

## **Action Needed:**

- Approve moving forward with the purchase or lease of new copiers.