

Staff Report

TO: Board of Commissioners

FROM: Margaret McAvoy, County Administrator/Controller

DATE: August 17, 2015

RE: Replacement of Copiers throughout all departments and Court

BACKGROUND

The current 25 copy machines located across our organization have reached their useful life. On May 6, 2015 the County released a Request for Proposals entitled, Document Management Systems. This RFP sought copy/fax/scan solutions from qualified companies. It did not specify a specific brand or type of machine. Proposers were required to provide the County with recommendations to fit our needs. The RFP included a spreadsheet of current machines, per department, with the options the County were seeking clearly delineated.

The County received 8 responses. A review committee comprised of 4 individuals reviewed and rated the responses. The two highest ranked responses were invited to separate meetings with Administration to further discuss their proposal. At the meetings, Administration informed both companies that two of the machines recommended needed to be upgraded. Both companies were also asked to provide their best and final offer. Both companies concurred.

ALTERNATIVES

None. The current machines are past their life cycle and will soon or are effecting the productivity of the operation.

FINANCIAL IMPACT

RICOH price to purchase is \$120,230.40. The lease option, over a 60 month period, would increase the cost by \$37,958.40.

OTHER CONSIDERATIONS

RICOH is an approved vendor under MiDEAL. They are the copier provider to Central Michigan University, Mt. Pleasant Public Schools and the City of Mt. Pleasant.

RICOH provided a very detailed proposal, which included a comprehensive training package for staff. They were also the highest ranked proposal, and the lower price of the two final proposals.

RECOMMENDATIONS

Move to enter into a purchase agreement with RICOH for the replacement of 25 multifunction devices; printers, scanners, fax machines at a purchase price of \$120,230.40 and maintenance and supplies with a black and white cost per print of .005 and a color cost per print of .05, and authorize the Board Chair to sign the same.

ATTACHMENTS

None