



August 31, 2015

REPORT TO: Administration & Finance Executive Committee
FROM: Elizabeth (Lisa) Slomke, Clerk
SUBJECT: Photocopier Replacement

BACKGROUND

The existing photocopier was purchased in 2008 and has copied/printed over 1 million times in addition to over 80,000 scan jobs. Average lifespan for a copier is about 8 years. This means we are approaching the life expectancy in regards to time, but we are far exceeding the acceptable number of copy/print jobs. Recently we have begun to experience an increased number of break downs.

At the end of July/early August I sourced out three providers to prepare quotes on a model which would compare with the one we presently have. There are many features available on all the models we received quotes on which makes it difficult to perform an accurate comparison.

Important considerations include print/scan speed, scan network, stapler option, purchase price, service costs and last but not least is overall service. All the machines quoted have comparable print/scan speeds as well as the stapler option. The scan network currently supported is SharpDesk. If we switch to a new scan network, it would require reloading of software on each desktop/computer.

Purchase price and service costs vary as outlined in the attached spreadsheet. Finally, consideration needs to be given to overall service. The current service provider has been exceptional at coming within the hour to assess and repair recent problems. This is extremely important on agenda Thursdays and when other large projects have tight timelines.

RECOMMENDATION

That Council approve the purchase of a Sharp MX5141N Digital Colour Copier (Network Ready) with heavy duty stapler from Wilson's Business Solutions for \$7,910.00.

Copier Quote Comparison - August 2015

Feature	Wilson's Business Solutions	Thunder Bay Xerographix		Lowery's
	Sharp MX5141N	Xerox 7845	Xerox 7970	Konica Minolta Bizhub 554e
Print Speed	51 cpm/ppm Colour & Black/White	45 ppm Mono and Colour	70 ppm Mono and Colour	55 cpm
Scan Speed	up to 170 originals pm	55	55	up to 160 originals pm
Feeder Details	Dual Scan / Single Pass	Single Pass Duplex	Single Pass Duplex	Dual Scan / Single Pass Document Feeder
Max Paper Size	11x17	11x17	11x17	11x17
Touchscreen	10.1" colour tilting touch screen	8.5" colour touch screen	9" colour touch screen	9" colour touch screen
Print Resolution	1200x1200dpi	1200x2400dpi	1200x2400dpi	1200x1200dpi
Copy Resolution	600x600dpi	600x600dpi	600x600dpi	600x600dpi
Scan Network	Sharpdesk (already installed)	SharePoint or DocuShare	SharePoint or DocuShare	SharePoint or DocuShare
Duty Cycle (per month)	150000	300000	300000	150000
Extras Included:	Stapler			3 hole punch Stapler
Other Options Available:	Fax capability 3 hole punch Saddle Stitch Finisher	Fax capability	Fax capability	Fax capability
Lease Price per Month	\$173.40 (for 60 months)	\$387.50 (for 66 months)	\$492.50 (for 66 months)	\$142.00 (for 60 months)
Purchase Price:	\$7,910.00	\$8,050.00	\$14,500.00	\$7,375.00
Service Costs (meter rate)	.0079 per black copy and .065 per colour copy no maximums, same price for as long as we own the machine. Includes Toner, Parts and Labour	.007 per black copy and .06 per colour copy 7500 impressions b/w 3000 impresssions colour	.007 per black copy and .06 per colour copy 7500 impressions b/w 3000 impresssions colour	.0075 per black copy and .065 per colour copy No maximums. Includes Toner, Parts and Labour
Service Notes:	Same Day, Within Hours Local Company	1 Business Day Local Repairman	1 Business Day Local Repairman	4 hour response time Local Company
Other:	Little or no change for staff as this is the newest version of the current copier in place. Requires minimal training for staff on scanning as same software.			