
Date: November 3rd, 2020
To: Administration & Finance Executive Committee
From: Jeremy Hughes, Information Technology Manager
Subject: Multifunction Printer Leases

Purpose

The existing leases for our large multifunction printers (copiers) in the Fire Hall and Sports Centre are expiring. Leasing incorporates obsolescence of this hardware into a fixed period. New leases allow us to upgrade this hardware now, as opposed to pursuing a new capital item in next year's budget.

Technical specifications have been designated for potential replacements through:

- Usage studies performed on meter readings obtained from each copier
- Discussions with department heads

Quotes for viable replacements have been obtained from:

- Lowerys in Fort Frances
- Wilson's in Fort Frances
- TBXI in Thunder Bay

Replacements have been selected based on:

- Compliance with technical specifications
- Estimated total operating cost
- Latest technological offerings
- Estimated on-site service time

Based on an assessment of these criteria presented in the attached document, it is recommended that a lease and maintenance agreement be entered into with TBXI to replace the copiers at the Fire Hall and Sports Centre.

The referenced agreements will be obtained and included with this report as it moves to the Committee of the Whole.

Attachments

Attached is a document titled "Multifunction Printer Assessment" (3 pages).

Council approval of this report will authorize Mayor and Clerk to execute a lease and maintenance agreement with TBXI for two replacement multifunction printers to be deployed in the Fire Hall and Sports Centre at a monthly lease cost of \$92 and \$108, respectively.

Multifunction Printer Assessment

Estimated annual usage

Estimated usage is the average number of pages produced per year by each copier (at its current location).

Copier	Black	Color
Fire Hall	6,776	3,853
Sports Centre	69,819	14,753

Compliance with technical specifications

- All proposed copiers can produce Letter, Legal and Ledger sized output in color
- All proposed copiers can process Letter, Legal and Ledger sized input
- All proposed copiers can send and receive facsimile transmissions
- All proposed copiers have at least 1 paper drawer for each supported paper size
- All proposed copiers for the Sports Centre include staple and hole punch finishers
- All proposed copiers are compatible with our existing network

Only compliant copiers are being considered.

Estimated total operating cost

Annual operating cost is estimated by combining the annual lease cost with the estimated annual usage multiplied by the cost per copy for that usage type.

Estimated total operating cost is evaluated relative to the minimum calculated 5-year operating cost.

Latest technological offerings

The release date of a particular copier is based on public press releases from each manufacturer introducing the presented product line.

Latest technological offering is evaluated relative to the newest technology being considered on a 5-year scale.

Estimated on-site service time

Average hours to on-site service are quoted directly from each vendor. When replacement parts are required, most vendors indicate that on-site service time may be deferred to the next business day.

Hours to on-site service is evaluated relative to the quickest time on a 2-business day scale.

Fire Hall

Details	Lowerys	Wilson's	TBXI
Model	Konica Bizhub C250i	Sharp MX3071	Xerox AltaLink C8130
Form Factor	Free Standing	Free Standing	Free Standing
Cost per Copy - Black	\$0.0090	\$0.0085	\$0.0050
Cost per Copy - Colour	\$0.0750	\$0.0700	\$0.0440
Lease Duration	66	60	66
Lease Cost - Monthly	\$81.90	\$101.65	\$92.00
Lease Cost - Total	\$5,405.40	\$6,099.00	\$6,072.00
Fax	Yes	MXFX15 Fax Kit	Yes
Output Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Scan Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Paper Drawers	3	3	3
Finishing Options	No	No	Staple
Annual Operating Cost	\$1,332.76	\$1,547.11	\$1,307.41
5 Year Operating Cost	\$6,663.80	\$7,735.53	\$6,537.06
Release Date	2019-06-01	2018-12-01	2020-07-01
Hours to On-site Service	2	8	6

Sports Centre

Details	Lowerys	Wilson's	TBXI
Model	Konica Bizhub C300i	Sharp MX3071	Xerox AltaLink C8155
Form Factor	Free Standing	Free Standing	Free Standing
Cost per Copy - Black	\$0.0090	\$0.0085	\$0.0049
Cost per Copy - Colour	\$0.0750	\$0.0700	\$0.0430
Lease Duration	66	60	66
Lease Cost - Monthly	\$90.20	\$145.60	\$108.00
Lease Cost - Total	\$5,953.20	\$8,736.00	\$7,128.00
Fax	Yes	MXFX15 Fax Kit	Yes
Output Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Scan Size	Letter, Legal, Ledger	Letter, Legal, Ledger	Letter, Legal, Ledger
Paper Drawers	4	4	3
Finishing Options	Staple & Hole Punch	Staple & Hole Punch	Staple & Hole Punch
Annual Operating Cost	\$2,817.25	\$3,373.37	\$2,272.49
5 Year Operating Cost	\$14,086.23	\$16,866.86	\$11,362.46
Release Date	2019-06-01	2018-12-01	2020-07-01
Hours to On-site Service	2	8	6

Evaluation

All copiers are compliant with all technical specifications. However, some copiers include additional features at no extra cost, such as the extra staple finisher on the TBXI proposal for the Fire Hall.

TBXI has a significant advantage in their presented cost per copy as a direct result of OEM pricing. This advantage increases further as the copiers are used more often.

TBXI also has the newest platform being presented.

Any failure in copiers at either location can be mitigated within the organization until service is restored. As a result, the number of hours to on-site service is not a critical factor in this selection.

Criteria	Weight	Lowerys	Wilson's	TBXI
Technical Specifications	10%	100%	100%	100%
Total Operating Cost	70%	84%	63%	100%
Latest Technological Offerings	10%	80%	71%	100%
On-site Service Time	10%	100%	63%	75%
Weighted Score	100%	87%	67%	98%

Recommendation

Based primarily on estimated total operating cost over a 5-year period, it is recommended that a lease and maintenance agreement be entered into with TBXI to replace the copiers at the Fire Hall and Sports Centre.