



September 9, 2015

REPORT TO: Mayor & Council  
FROM: Elizabeth (Lisa) Slomke, Clerk  
SUBJECT: Administration Photocopier Replacement

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## **BACKGROUND**

The existing administration 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 and thus, 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 make it difficult to perform an accurate comparison on a feature by feature basis.

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. Scan network, purchase price and service costs vary as each model is slightly different. \*\*Supporting comparison was attached to the Administration & Finance Executive Committee agenda for the September 8, 2015 meeting.

## **ADDITIONAL INFORMATION**

The existing Sharp MX-M623N has proven itself in reliability and durability as it has delivered over 1 million copies/prints. Staying with a Sharp product would mean a minimal learning curve for staff as the MX5141N is the newest version of our existing copier. As well, staying with a Sharp product would mean a seamless transition for scanning as staff currently use and are familiar with the SharpDesk scan network.

## **RECOMMENDATION**

That Council, as recommended by the Administration & Finance Executive Committee, 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 plus applicable taxes.