

September 3, 2019

To: Mayor & City Council

Currently we are leasing the (2) C454 copiers that are in the front and back offices. The lease agreement for those (2) machines expires in October. This lease is also for the HP Designjet that is in Tom Karpus's office. We are currently paying \$ 645.00 quarterly for the machine in Tom's office and \$ 418.77 per month for the other (2) copiers, which comes to \$ 7,605.24 per year.

We need to enter into a new lease agreement. It will actually save the City money to get (2) new copiers and retain ownership of the HP Designjet, this means we will not be paying the lease amount on the Designjet unit any longer.

When we entered into the current lease we got (2) new copiers (the C454's). In my opinion: we do not need the copier in the back to be as sophisticated as the one in front. The one in the front office is used as our fax machine as well as a copier. The one in back is used as a copier only. The copier in the back is also not used as much, since we have had these (2) copiers we have made 628,024 copies on the front copier and 236,328 on the back copier. If we get a new C458 for the front and a C300i for the back we will be paying \$ 342.75 per month for that lease; which will be \$ 4,113.00 per year.

This lease agreement would be through Konica Minolta, our current vendor. They will remove the old machines at no cost to the City.

I did get bids from KKC Imaging also. They would have to pay for shipping the old machines back at an estimated cost of \$700.00, plus they would have to pay Konica \$ 3,014.06 to buy out the HP Designjet so we could keep that machine. With those expenses added to their bid the best they can do is \$ 444.20 per month, which would be \$ 5,330.40 per year.

I recommend that we go with the Konica Minolta lease.

Kathy Miller