

TO: JAMES L. APP, CITY MANAGER  
FROM: CINDY PILG, EXECUTIVE SECRETARY  
SUBJECT: AWARD OF PROPOSAL – COPIER PURCHASE/MAINTENANCE AGREEMENT  
DATE: DECEMBER 21, 1999

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Needs: For the City Council to consider awarding the copier purchase/maintenance agreement for one (1) low-volume copier and one (1) high-volume copier scheduled for immediate replacement.

- Facts:
1. The City Council authorized the use of commercial leasing for the acquisition of replacement equipment in lieu of a traditional lease-purchase option during budget deliberations.
  2. A specific lease program and vendor (Flex Leasing) was approved by the City Council on September 7, 1999.
  3. A General Fund budget appropriation in the amount of \$25,000 (City Hall) and \$3,500 (Wastewater Treatment) was included in the adopted budget.
  4. Request for Proposals (RFP) were distributed to 12 vendors, 7 of which responded; 4 proposals did not meet required specifications.

Analysis  
and

Conclusion: A screening committee was established to review and evaluate all proposals received using a three-phase selection process: written proposal review, copier field test and price competitiveness. A *Comparison Chart* for both the low-volume and high-volume copier was created to determine responsiveness to specifications and aid in the contract award process.

In order to test performance and dependability of copier candidates, City staff participated in a copier demonstration. Staffmembers submitted rating sheets of all copiers tested. The average scores and comments are noted in the *Comparison Chart* for each copier.

Given the responsiveness to all required specifications, favorable scoring/comments by City staff, service history of like product/brand and best overall value, the screening committee recommends the purchase the *Canon Image Runner 600 Digital* (high-volume) and *Canon 7130 Analogue* (low-volume) from Ikon Office Systems.

Policy

Reference: None.

Fiscal

Impact: A General Fund budget appropriation in the amount of \$25,000 (City Hall) and \$3,500 (Wastewater Treatment) was included in the adopted budget.

- Options:
- a. Award the copier purchase of the low-volume and high-volume copier to Ikon Office Systems in the amount of \$1,603 and \$20,372, respectively.
  - b. Amend, modify or reject the above option.

Attachments:

Low-Volume Comparison Chart (1)  
High-Volume Comparison Chart (1)

### LOW VOLUME COPIER COMPARISION CHART

	Standard	Chaparral	Ultrex	Pinnacle	Superior	Xerox	Ikon	Golden State
Minimum Speed (copies per minute)	12	13	15	15	13	14	13	13
Paper Trays/Capacity	250	250	250	500	250	500	500	250
8 ½ x 11	--	--	--	--	--	--	--	--
8 ½ x 14 (legal)	--	--	--	--	--	--	--	--
11 x 17 (ledger)	--	--	--	--	--	--	--	--
Bypass Tray	X	X	X	X	X	X	X	X
Document Feeder	X	X	X	X	X	X	X	X
Reduce/Enlarge	X	X	X	X	X	X	X	X
Duty Cycle (per month)	15,000	40,000	10,000	20,000	80,000	10,000	40,000	N/A
Price	—	\$1,748	\$2,960	\$2,126	\$1,514	\$1,650	\$1,495	\$1,832

## HIGH-VOLUME COPIER COMPARISON CHART

	Standard	Chaparral	Ultrex	Pinnacle	Superior	Xerox	Ikon	Golden State
Minimum Speed (copies per minute)	60	65	62	65	60	55	60	65
Paper Trays/Capacity	4,500 total	6,500	7,250	5,600	5,250	5,100	7,650	3,500
8 1/2 x 11	4,000	--	--	--	--	--	--	--
8 1/2 x 14 (legal)	500	--	--	--	--	--	--	--
11 x 17 (ledger)	X	--	--	--	--	--	--	--
Bypass Tray	X	--	--	--	--	--	--	--
User Codes (minimum 100)	X	X	X	X	X	X	X	X
Document Feeder	X	X	X	X	X	X	X	X
Two-sided Copying (from one-sided or two-sided originals)	X	X	X	X	X	X	X	X
Sort (20 set minimum)	X	X	X	X	X	X	X	X
Staple	X	X	X	X	X	X	X	X
3-hole Punch	X	X	X	X	X	X	X	X
Reduce/Enlarge	X	X	X	X	X	X	X	X
Digital Imaging	X	X	X	X	X	X	X	X
Resolution (scan/print)	600 x 600 dpi	400 X 400	600dpi	600x2400	400x600	600dpi	600x600	400x400
Duty Cycle (per month)	200,000	200,000	N/A	400,000	175,000	200,000	250,000	N/A
Network Printing	X	X	X	X	X	X	X	X
Copier Field Test	--	N/A	14.85	N/A	N/A	N/A	45.37	28.28
Price	--	\$15,483	\$22,977	\$16,954	\$11,756	\$21,735	\$16,995	\$16,380
Staff Comments:	--	Image resolution does not meet specifications, Unfavorable experience with like product/brand.	Too noisy; too complicated.	Unavailable to test; references not comparable to City usage.	Resolution did not meet specifications.	Speed did not meet specifications.	Intuitive control panel, favorable service history for like product/brand. Preferred by staff	Image resolution and Paper capacity do not meet specifications.

