



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2010-0727 Request Introduced

Request from HR Manager to transfer \$4,445.00 from Salary Account to Equipment Account to purchase a new printer/copier/scanner/fax machine.

Introduced: 12/21/2010

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approve*

ACTION DATE:
DEC 21 2010

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak				
		Czaplewski				
		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
		Reinke	✓			
		Roadt				
		Sengstock				
		Vitale	✓			
		Weigel				
		TOTAL	<i>5</i>			

SIGNATURE OF COMMITTEE MEMBER

[Signature]
 Chair Vice-Chair Member

COMMON COUNCIL ACTION APPROVAL

ACTION DATE:
DEC 21 2010

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
	✓	Barczak	✓			
		Czaplewski	✓			
		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
		Reinke	✓			
		Roadt	✓			
		Sengstock	✓			
		Vitale	✓			
		Weigel	✓			
		TOTAL	<i>10</i>			

Name:		GORDON FLESCH COMPANY, INC.		
Categories	Sub-categories	Band 2		
General	Monthly Copies	2,500		
	CPM	15		
	Make	CANON		
	Model #	IR 2525		
	Duty Cycle	30,000		
	Rated Copies per Minute	25		
	Lease Term	36 Months	48 Months	Purchase
	Machine Cost - Networked Copier	\$ 87.00	\$ 69.00	\$ 2,714.00
	Post-Lease Buyout	\$ 379.96	\$ 325.68	
	Deduction for Network Card (Stand Alone)	\$ (3.00)	\$ (2.50)	\$ (100.00)
Cost Per Copy Maintenance Levels	No Minimum - \$/copy	\$ 0.00929	\$ 0.00929	\$ 0.00929
	B&W Minimum Allowance Low (copies/month)	1,000		
	B&W Minimum Allowance Low CPC -\$/copy	\$ 9.29	\$ 9.29	\$ 9.29
	B&W Minimum Allowance Middle (copies/month)	2,500		
	B&W Minimum Allowance Middle CPC -\$/copy	\$ 23.23	\$ 23.23	\$ 23.23
	B&W Minimum Allowance High (copies/month)	5,000		
	B&W Minimum Allowance High CPC -\$/copy	\$ 46.45	\$ 46.45	\$ 46.45
	Color Minimum Allowance Low (copies/month)			
	Color Minimum Allowance Low CPC -\$/copy			
	Color Minimum Allowance Middle (copies/month)			
	Color Minimum Allowance Middle CPC -\$/copy			
Input	Large Capacity Tray	\$ 29.07	\$ 22.98	\$ 910.00
	Large Capacity Feeder	N/A	N/A	N/A
	Envelope Feeder	N/A	N/A	N/A
Finishing	Credit for Base Finisher, if exchanged	N/A	N/A	N/A
	3 Hole Punch	N/A	N/A	N/A
Network Printing	Printer Board	\$ 0.00	\$ 0.00	\$ 0.00
Fax	Fax Board	\$ 12.78	\$ 10.10	\$ 400.00
Scanning	Scanner	\$ 0.00	\$ 0.00	\$ 0.00
RAM	Ram Upgrade	N/A	N/A	N/A
Security	Hard Drive Overwrite Tool	N/A	N/A	N/A
	Hard Drive Buyout @ End of Lease	\$ 7.35	\$ 5.81	
All Available Additional Accessories (add additional lines as needed)	ULTRA FAST RENDERING PRINT KIT	\$ 0.00	\$ 0.00	\$ 0.00
	Booklet Finisher	N/A	N/A	N/A
	Post Script Print Board	\$ 19.16	\$ 15.15	\$ 600.00
	Advanced Feature Set Option	N/A	N/A	N/A

RELOCATION/EQUIPMENT MOVES	
Relocate - At Same Address - \$ / Hr	\$ 250.00
Relocate - To New Address - \$ / Hr	\$ 250.00

\$2714 + \$910
 \$1300 + \$400 + \$200 - \$79 =

\$4445
 \$.00929

\$4445
 1

Cassette Feeding unit AG1 \$910.00
 Env. Feeder Attachment \$200.00
 cabinet credit (\$79.00)

Paul Ziehler

From: Audrey Key
Sent: Wednesday, November 24, 2010 9:26 AM
To: Paul Ziehler; Gary Schmid
Cc: Gene Baietto; Lynn Jopek; Jane Barwick; Mary Yusefzadeh
Subject: PRINTER/COPIER/SCANNER/FAX REQUEST = FW: State Contract Sharp Pricing
 Paul/Gary,

Per our conversation on Monday afternoon, following is the quote from Gene regarding the cost of a new printer/copier/scanner/fax; HR would be interested in Option 3 (least costly and adequately meets our needs):

3rd Sharp MXB402 with 4 paper trays, internal staple finisher, network printing, scanning, and faxing:

- 40 ppm Black
- Multifunction - Copy / Print / Scan / Network Ready
- Reversing Automatic Document Feeder
- 1 x 500 sheet Cassettes, 100 sheet Stack Feed Bypass / Automatic Duplex
- Standard Paper Supply 600 sheets / Optional maximum 2100 sheets
- Letter / Legal
- Full Colour Scanning
- Optional Paper Feed Units / Fax / Finisher / Advanced Security

Purchase Price: \$3,637.00

48 Month Lease: \$97.88

Maintenance Cost-Per-Impression: \$.012 All Impressions

As a recap, replacement is being requested for the following reasons:

- current printer/scanner/copier recommended for replacement by Purchasing as 5 years old and requiring more and more service/repair (repair person in again today, 11/24; once again not able to function at 100% until part is obtained and installed).
- separate fax machine (~15 years old) died; Purchasing supplied temporary machine. HR requires own fax due to confidential and PHI information receipted on such.

Again, thank you for your consideration and assistance in determining if it would be feasible through this year's or next year's budget:

- 2010 = Dave went 1/2 time 10-25-10; ~\$5000 in savings on HR salary account for 2010 - [(\$2476.80 biwkly (top step (P) III) * 4 pay periods) * 0.5 = \$4954];
- 2011, at the minimum, new Safety & Training Coordinator salary would save \$6136/year - [top step (P) III (\$2476.80 biwkly) - top step (P) II (\$2240.80 biwkly) = \$236 * 26 pay periods = \$6136].

HR looks forward to learning if the replacement is feasible in 2010 or 2011.

Thank you,

Audrey

12/14/2010

From: Gene Baietto
Sent: Tuesday, November 23, 2010 2:29 PM
To: Lynn Jopek
Cc: Audrey Key
Subject: RE: State Contract Sharp Pricing

Lynn, Option #3 does scan in color, can't confirm the color one, but I would bet my parking spot it does.

Sharp MXB402

- 40 ppm Black
- Multifunction - Copy / Print / Scan / Network Ready
- Reversing Automatic Document Feeder
- 1 x 500 sheet Cassettes, 100 sheet Stack Feed Bypass / Automatic Duplex
- Standard Paper Supply 600 sheets / Optional maximum 2100 sheets
- Letter / Legal
- **Full Colour Scanning**
- Optional Paper Feed Units / Fax / Finisher / Advanced Security

From: Lynn Jopek
Sent: Tuesday, November 23, 2010 1:32 PM
To: Gene Baietto
Cc: Audrey Key
Subject: RE: State Contract Sharp Pricing

Thanks Gene, one quick question. Do you know if either of these copiers scans in color? The one we have now does not, but the one across the hall does scan in color.

Lynn

From: Gene Baietto
Sent: Tuesday, November 23, 2010 1:19 PM
To: Lynn Jopek
Subject: FW: State Contract Sharp Pricing

Lynn, here's your answers to your 3rd and 4th options.
HR is averaging around 67,000 copies per year and your copier is 35 copies per minute
They may have the B&W #3 option in their demo room, he's checking.
Option #3 does not do 11 X 17, which you are not using.
Option #3 is 40 copies per minute
Option #4 is 30 copies per minute B&W or Color
Gene

From: Kolosovsky, Jonathan [mailto:JKolosovsky@gflesch.com]
Sent: Tuesday, November 23, 2010 10:53 AM
To: Gene Baietto
Subject: State Contract Sharp Pricing

Gene,

12/14/2010

See Below:

3rd Sharp MXB402 with 4 paper trays, internal staple finisher, network printing, scanning, and faxing:

Purchase Price: \$3,637.00

48 Month Lease: \$97.88

Maintenance Cost-Per-Impression: \$.012 All Impressions

4th Sharp MX-3100N with 4 paper trays, internal staple finisher, network printing, scanning, and faxing:

Purchase Price: \$5,938.00

48 Month Lease: \$159.78

Maintenance Cost-Per-Impression: \$.009 All B&W Impressions, \$.0650 All Color Impressions

I will let you know if we have the equipment available for a demonstration soon. Right now there are a few people occupying those rooms so I cannot get in to take a look.

Thanks,

Jonathan Kolosovsky
Account Executive
(P) 414-326-3843
(F) 414-321-8867
(C) 414-841-6004
jkolosovsky@gfesch.com



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