

Facility & Support Services

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July 24, 2009

To: Dave Donovan, Director
Facility & Support Services

From: Tammy Speidel
Operations Manager

Re: Renewal proposal for consolidated copier/ MFP maintenance contract

As you now we have contracted with Specialty Underwriters for maintenance on our copier and multi function machines for the last several years. This contract includes all preventative maintenance, unscheduled repairs, parts, toner, and a set number of copies per machine each year. Additional charges are incurred each year when we deplete our toner allowance and exceed copies per machine levels. For this last fiscal year total cost will be approximately \$69,000.00.

As we started to look at this year's proposal, we also obtained a quote from Office Machine Consultants for all of the Toshiba machines that we have deployed throughout the county. OMC's quote includes all service calls, parts, labor, toner, developer, drums, rollers, scrapers, updates and preventative maintenance calls. Their quote is based on a per copy charge with no additional charges if we exceed toner supply or copy counts.

I am recommending that we renew the Specialty Underwriters contract to cover all non-Toshiba machines (10) at a cost of \$12,776.00 for July 1, 2009- June 30, 2010. I am estimating an additional charge of approximately \$5000.00 dollars for additional toner, supplies and copy overage charges for this same time period.

Additionally I am recommending that we move all Toshiba machines (24) service contracts to Office Machine Consultants. Based on last year's usage on the Toshiba machines we are estimating costs to be approximately \$23,000.00 for the July 1, 2009- June 30, 2010 time period. These charges would be calculated based on actual copier counts and billed each month.

Based on my estimations, it appears splitting Toshiba machines from the Specialty Underwriters Contract will result in an approximate yearly savings of \$28,000.00.