

## Facility and Support Services

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June 13, 2012

To: Dee F. Bruemmer  
County Administrator

From: Dave Donovan, Director  
Facility and Support Services

Subj: Approval of replacement multi-function copier for the print shop

The past two years have seen an increase in the amount of service calls for the current print shop black and white copier. That increase in service has resulting in higher maintenance costs. This particular machine is one of three higher volume machines that we use for large copy and print jobs, depending on the type of printing required. The other two machines are for color copying and high volume single color printing. Before renewing service on the machine in question we did some analysis. We found that by replacing this machine during the current year, we can save nearly \$2500 per year in maintenance. Since the goal of these higher volume machines is to reduce the cost per copy, we felt that replacement is warranted. We also have funds remaining in our copier replacement line item during the current year to allow for the replacment. It also helps alleviate the fact that we will have a fairly large spike in the number of copiers scheduled for replacement during fiscal year 2014.

We have a proposal from Office Machine Consultants for this purchase. As you may recall, OMC provides our current networked multi-function copier standard with Toshiba devices. Their proposal is for \$14,368.00. I recommend approving the proposal from OMC. This purchase is budgeted in the current fiscal year in our general line item that we have each year for copier replacements. I will attend the next Committee of the Whole to discuss this purchase and answer any questions that the Board may have.

Cc: Tammy Speidel  
Barb Schloemer

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

June 21, 2012

A RESOLUTION APPROVING THE PURCHASE OF A HIGH VOLUME COPIER  
REPLACEMENT FOR THE COUNTY PRINT SHOP FROM OFFICE MACHINE  
CONSULTANTS IN THE AMOUNT OF \$14,368.00.

**BE IT RESOLVED BY** the Scott County Board of Supervisors as follows:

- Section 1. That the proposal from Office Machine Consultants for the replacement of a high volume copier for the Print Shop in the amount of \$14,368.00 is hereby approved and awarded.
- Section 2. This resolution shall take effect immediately.