

Facility & Support Services

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Item 09
12-17-13

~ **Our Promise: Professional People, Solving Problems, High Performance**

December 6, 2013

TO: Dee Bruemmer
County Administrator

FROM: Tammy Speidel
Operations Manager/ Acting Director

SUBJ: Recommended Multi Function Machine Replacements

As you may recall, Facility & Support Services purchases and deploys multi function (copier/printer/scan and fax) machines for our entire organization. Several years ago, working with Information Technology, the county standardized on Toshiba as our standard model. This eliminates issues with having a variety of machines, maintenance contracts with different vendors, print drivers on our network and other issues that come from having a mixed variety of manufacturers. We continue to believe that purchasing a standardized machine makes the most sense from a MFP fleet management perspective.

I currently have six MFP machines that are at the end of their lifecycle and are scheduled to be replaced. Individually each machine is under the threshold requiring Board Approval. I have been advised by Office Machine Consultants that Toshiba is offering a small savings on each machine if purchased in quantity so I am recommending that we purchase these six machines at the same time. The resulting savings is approximately \$600.00 dollars.

The total cost of these 6 machines is \$35,892.00. These funds are currently budgeted in the CIP plan for FY14.

I will be available at the Committee of the Whole meeting to discuss this recommendation and answer any questions.

CC: FSS Management Team

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

December 19, 2013

A RESOLUTION APPROVING THE PURCHASE OF SIX MFP MACHINES FROM
OFFICE MACHINE CONSULTANTS IN THE AMOUNT OF \$35,892.00.

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

- Section 1. That the proposal for the purchase of six multi function machines is hereby approved and awarded to Office Machine Consultants in the amount of \$35,892.00.
- Section 2. This resolution shall take effect immediately.