

Facility and Support Services

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June 5, 2017

To: Mahesh Sharma
County Administrator

From: Tammy Speidel, Director
Facility and Support Services

Subj: Multi- Function Machine Replacements

We have several Multi -Function Machines scheduled to be replaced this current fiscal year. These machines serve as copy machines, fax machines, scanners and in most offices printers for several if not all staff. These machines are much more cost effective for printing with per page prices ranging from .007 to .08 cents per page, which includes all toner cartridges, waste bottles and service calls.

Scott County FSS along with IT standardized on Toshiba machines several years ago to assist with installation / print driver issues. By doing so we also were able to cut down on waste at the end of life for machines by reusing supplies in other County owned machines. In the local area, Office Machine Consultants is the servicing dealer for Toshiba machines.

By combining the purchase as one rather than each machine independently, we receive an 8 percent discount from Toshiba.

Machines scheduled for replacement are:

Treasurer's Office- First Floor	\$7,942.00
Recorder's Office	\$5,537.00
Print Shop	\$13,217.00
Print Shop	\$14,491.00
Juvenile Detention Center- East Side	\$3,650.00

This purchase is budgeted in the Capital Plan, we are within the budgeted amount and I recommend the Board approve this expenditure.

I will be at the next board meeting should you or the board have 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

June 15, 2017

A RESOLUTION APPROVING THE PURCHASE OF FIVE MULTI FUNCTION
MACHINE REPLACEMENTS FROM OFFICE MACHINE CONSULTANTS IN THE
AMOUNT OF \$44,837.00.

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

- Section 1. That the quote for replacement of five multi-function machines from Office Machine Consultants in the amount of \$44,837.00 is hereby approved.
- Section 2. This resolution shall take effect immediately.