



WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST

Date: 6-16-2016

Weekly Agenda Date: 6-21-2016

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Ed Gilliland

WORDING FOR AGENDA ITEM:

Looking for consensus to move forward with the purchase of a new copier, action.

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

EXECUTIVE SUMMARY:

The Human Resources Department is looking for permission to lease a new copier. We are currently receiving three bids to replace the nearly 10 year old copier we have. It is costly, jams quite a bit, and requires a great deal of staff time to operate.

BACKGROUND:

With our current copier, the bill has run as high as \$2,+++ per quarter with a large number of colored copies. We made some departmental changes that resulted in a reduction from \$2K/qtr to around \$1,300/qtr. This will result in around \$2,800 a year in savings. Times have changed, copies are better and cheaper. We have 3 bids that will allow us to get down to somewhere in the \$700 to \$800 per quarter range. This would be an additional savings of about \$2,200 per year. With the savings from the departmental change and the savings from leasing a new copier we should net savings in the \$5,000 range annually. Not only will we save money, but staff will spend less time with the machine as it is faster and will not be continually jamming. The output will be higher quality as well.

FINANCIAL IMPACT:

We would save money on a new copier lease and service agreement. Our most expensive quarters with the current arrangement have run \$2,000 per quarter or more. The low end has been \$960.00 per quarter after tightening departmental control. The new lease agreement will cost approximately \$750.00 per quarter. This is a savings compared to our lowest bills with the current arrangement. Financial impact compared to Fiscal 2015 would be around \$5,000 in annual savings, compared to current usage (last 2 quarters) the savings is around \$2,800 to \$3,200 annually.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

My recommendation is to move forward with a new copier lease and service agreement with prior approval of the lease agreement by Assistant County Attorney Joshua Widman.

ACTION REQUIRED / PROPOSED MOTION:

Board approval for HR to choose the best LOCAL vendor. Purchase from and agreement with will be utilizing a Woodbury County based merchant and service provider.