

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

Date: 9/4/24 Weekly Agenda Date: 9/10/24

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Patrick Gill

**WORDING FOR AGENDA ITEM:**

Consideration of Replacement Plotter for GIS Mapping

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The plotter/scanner that we use for GIS/Mapping duties needs to be replaced.

**BACKGROUND:**

The current plotter is over five years old. We have a service contract to keep it functional. Problems are occurring more frequently resulting in an interruption of services.

**FINANCIAL IMPACT:**

The replacement cost is \$10,801 which includes service for three years. We cannot cover this cost in our current budget and if we wait to for the next budget cycle we will have to sign up for another year of service and it will not solve the down time issue.

**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:**

There are funds currently available from gaming proceeds.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to purchase a plotter/scanner to replace current equipment for GIS/Mapping needs.



## Desired Plotter / Scanner replacement - HP T2600 MFP

Unit Location: Woodbury County Recorder's Office

### Narrative:

As primary user of the HP T3500 MFP (Multi-Function Printer) Plotter / Scanner some of the associated duties have been handled by Ron Koch over the years. After the initial three-year service pack had expired, Ron was tasked with obtaining information for the continuation of service, this tends to happen in November or December. Ongoing yearly costs for HP service packs have been in the \$1,100 to \$1,300 range. As a Plotter gets older, problems start to crop up and these service contracts can save the county on the costs of multiple repairs. HP tries to encourage their customers to maintain a current model by offering incentives to Trade-In / Trade-Up. The value of these programs fluctuates and varies by model and age. The current unit has been exhibiting problems between three to five times a month. Many of these issues can be fixed by Ron, or by WCICC personnel; however, we are starting to get to the point where a service call to HP will happen every few months and HP will need to send maintenance techs for some of the issues.

### Desired Unit: HP T2600

Purchase: Q4 2024

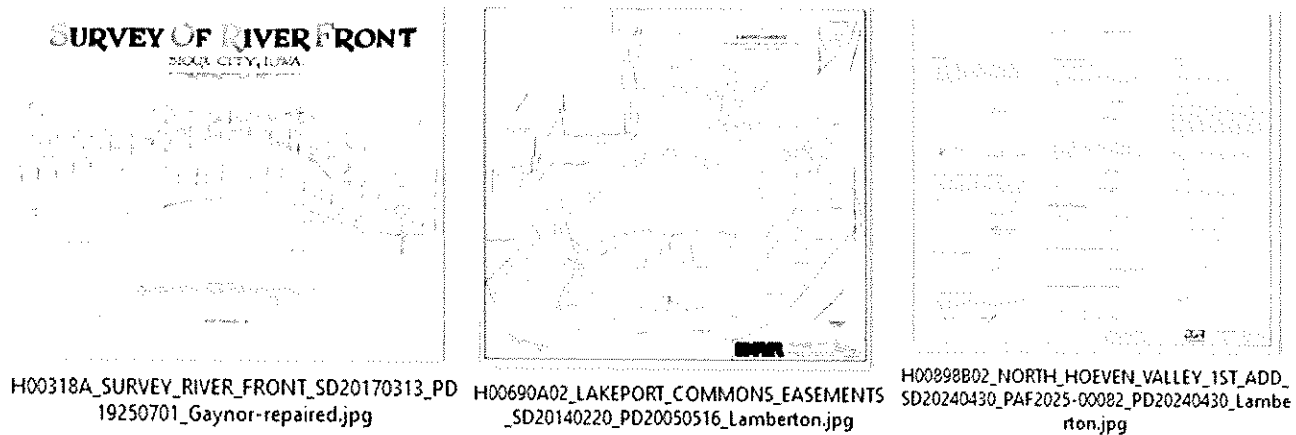
Primary Functions: 36" Wide Color Copies  
36" Wide Color Plotting  
36" Wide Color Scanning

The primary functions of these units are to Scan / Plot / Copy up to 36-inch-wide recorded plats and similar documents as the office receives them. More than 2,000 pages of scanned information have been made available to the public via our Beacon website. As featured in a Sioux City Journal article the scanning also helps to preserve recorded documents as the originals are handled less. Some of these documents are electronically enhanced to make them more legible for users. Maps are plotted for businesses and individuals per request. Area surveyors and contractors often say how they appreciate being able to access our GIS and these scanned images from jobsites across the county. Maps and other items get plotted by various departments. Maps are plotted out for use at board meetings, elections

traffic, or court cases. Signage is also plotted out. One county lawyer exclaimed that the maps he requested helped to get convictions on most of the charges in his previous case and that GIS program was 'well worth whatever we are paying for it...'

Several county offices have used the Plotter or have received products from the unit. Taking advantage of this Trade-in / Trade-Up opportunity Woodbury County will help to ensure continuity of service from the device and the products created by the same.

A few examples of scanned Plat size documents.



**Proposed T2600 MFP Unit Quote Details:**

Description	Qty	U/M	Price	Total
REQUESTED BY RON KOCH				
HP T2600 36" POSTSCRIPT MFP 3XB78A	1	ea	8,869.00	8,869.00
HP TRADE FOR EXISTING HPT3500 (CUSTOMER KEEPS T3500)			-650.00	-650.00
3 YEAR HP DIRECT NEXT BUSINESS DAY WARRANTY (COVERS ALL PARTS, LABOR AND TRAVEL) UB9P6E			1,687.00	1,687.00
HP ONSITE INSTALLATION H4518E			695.00	695.00
DROP SHIP/LIFTGATE/ INSIDE DELIVERY			200.00	200.00
PRICE VALID FOR 30 DAYS.				

Currently HP is offering a \$650 credit as part of their Trade-In / Trade-Up program. The new unit as quoted would include a three-year service pack thus saving us approximately \$3,600 over the next three years of continuing service pack yearly costs. The quote dated 8/16/2024 is for **\$10,801** and is good for 30 days; possible savings by taking advantage of the quote would be about \$2,563.

## Historical Reference

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**Current Unit:** HP T3500 MFP

Purchased: 12/14/2018

Office Use: 5 Yrs.

Primary Functions: 36" Wide Color Copies  
36" Wide Color Plotting  
36" Wide Color Scanning



Model: T3500 MFP

*\$11,995 including inside delivery, set-up, and 3 Yr. Care Pack*

\$2,500 Trade-up discount

*\$9,495 TTL*

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**Prior Unit:** HP T2500 MFP

Purchased: 1/2/2014

Office Use: 5 Yrs.

Primary Functions: 36" Wide Color Copies  
36" Wide Color Plotting  
36" Wide Color Scanning



T2500 MFP

*\$8,369 including inside delivery*

*\$599 for setup and installation*

\$2,084 Three-year Care Pack

*\$11,052 TTL*

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