

Common Council Report

Agenda Item: Discussion and Possible Action Regarding Purchase of Police Department Copier
Meeting Date: April 5, 2023
Presenter: Scott Marquardt, Police Chief
Department: Police Department

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

Summary

Staff requests the primary copier at the Police Department to be replaced due to ongoing maintenance issues.

Analysis and Key Issues

The main copier for the Police Department was originally purchased in 2013 from Gordon Flesch Company, Inc. Recently, there have been multiple issues that have caused considerable downtimes in the department and loss of productivity. With parts no longer readily available, it has been recommended by the vendor that the machine is replaced.

Gordon Flesch has recommended the Canon C3826i as a replacement and will provide similar maintenance services through the existing service program. The quote of \$5,089.96 includes the purchase of the copier that may process paper up to 12" x 18" and the option for two larger paper cassettes to handle the amount needed by staff.

Since this item is not included in the 2023 budget, the purchasing policy requires approval for the purchase from the Common Council.

Fiscal Impact

The total cost of the Canon C826i is \$5,089.96 with options presented. Due to a change in the maintenance requirements for the machine, the City will realize an annual savings of \$1,488.16 in comparison to the current service program.

Recommended Motion

The City of Milton Administration recommends the Common Council approve the purchase of the Canon C3826i with the options as presented utilizing funds from the Capital account.



Attachments

- Gordon Flesch Copier Quote