

RESOLUTION NO. 639

**A RESOLUTION APPROVING PURCHASE OF COPY MACHINE
FOR CITY HALL.**

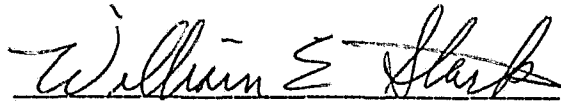
WHEREAS, the city staff has prepared a report on the above captioned subject which is attached hereto as Exhibit "A"; and

WHEREAS, the City Council has duly considered the subject and the recommendation(s) contained in the staff report; and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.


NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Wilsonville does hereby adopt the staff report attached hereto as Exhibit "A", with the recommendation(s) contained therein and further instructs that action appropriate to the recommendation(s) be taken.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 2nd day of November, 1987, and filed with the Wilsonville City Recorder this same date.

A handwritten signature in cursive script, reading "William E. Stark", is written over a horizontal line.

WILLIAM E. STARK, Mayor

ATTEST:


VERA A. ROJAS, City Recorder

SUMMARY of Votes:

Mayor Stark	<u>AYE</u>
Councilor Edwards	<u>AYE</u>
Councilor Braymen	<u>ABSENT</u>
Councilor Clarke	<u>AYE</u>
Councilor Jameson	<u>AYE</u>

EXHIBIT "A"

MEMORANDUM

DATE: OCTOBER 29, 1987
TO: HONORABLE MAYOR AND CITY COUNCILORS
FROM: COPY MACHINE EVALUATION COMMITTEE
CONCERNING: PURCHASE OF A NEW COPIER

Thank you for allowing us the opportunity to participate in the selection process for a new copier for the City of Wilsonville.

After extensive testing of several copy machines, it was determined by the committee, that final consideration should be given to the Mita, Canon and Ricoh copiers. The attached specification/criteria was sent to several Portland and Salem area vendors requesting a final bid.

In final consideration, a high priority was placed on reliability of service. Desired features included: totally automatic document feeder, an automatic duplex unit (to enable us to make two sided copies), reduction/magnification feature, color cartridge capacity, large capacity paper tray in addition to standard capacity trays - plus by-pass tray.

The evaluation committee strongly endorses the Canon 4540 copier from American Business Machines as the machine that would best meet the needs of the City of Wilsonville. This copier meets or exceeds minimum requirements, and in addition, provides an excellent service policy, has a built in color unit, and is the only machine that automatically counts originals for the duplexing process, on both single and double sided copies. Also, during our demonstration sessions, the Canon 4540 from American Business Machines was the only copier that was service free during the demonstration process.

We have attached letters of recommendation from American Business Machines which serve to further our belief that American Business Machines is dedicated to ensuring machine "UP TIME" not "DOWN TIME". We realize that we would be paying approximately \$750 more in annual service contract fees (\$65/month) for this copier - but we feel this is a relatively small price to pay considering the high price we pay for time lost during machine down time.

Recommendation:

Authorize the purchase of the Canon 4540 copier from American Business Machines for the total bid price of \$7,900. The maintenance agreement, including supplies will total \$3607.50 per year. Said maintenance agreement is based on an estimated 250,000 copies per year.

Attach: Specifications and Criteria
Proposal Summary
Proposal from American Business Machines

PROPOSAL SUMMARY

<u>Company:</u>	<u>Machine Cost:</u>	<u>Maint. Agreement:</u>	<u>Supplies:</u>	<u>Total:</u>	<u>Cost / Copy:</u>
<u>RICOH</u> Finzer Business Sys. 16165 SW 72nd Portland OR 97224	\$7,495.00	\$1,625.00	\$750.00	\$2,375.00	.0095
American Bus. Machines 2720 SW Corbett Ave Portland OR 97201	\$7,511.00	\$2,750.00	\$1,360.00	\$4,110.00	.01644
<u>CANON</u> American Bus. Machines 2720 SW Corbett Ave Portland OR 97201	\$7,900.00	\$2,500.00	\$1,107.50	\$3,607.50	.01443
Automated Offc. Machines 12100 SW Garden Pl Portland OR 97223	\$7,928.00	\$1,750.00	\$839.40	\$2,589.40	.0104
<u>Company:</u>	<u>Machine Cost:</u>	<u>Maint. Agreement. Includes Supplies:</u>		<u>Total:</u>	<u>Cost/Copy:</u>
<u>MITA</u> Oregon Photocopy 980 Lancaster Dr. NE Salem OR	\$8,000.00	\$3,500.00		\$3,500.00	.014
Commercial Offc. Machines 6650 N. Basin Suite 6A Portland OR 97217	\$7,985.00	\$3,125.00		\$3,125.00	.0125
Monroe Sys./ Bus. Monroe 10180 SW Nimbus Portland OR 97223	\$7,698.50	\$3,044.00		\$3,044.00	.0122