

MUSCATINE POLICE DEPARTMENT

MEMORANDUM

TO: **Gregg Mandsager, City Administrator**

FROM: **Brett Talkington, Chief of Police**

SUBJECT: **City Council Agenda Item for September 3, 2015 – New Copier/Multi-function machine**

DATE: **August 26, 2015**

INTRODUCTION:

The Police Department would like city council permission to purchase a new copier/multi-function machine from Advanced Business System. Funding for this purchase is included in our 2015/16 FY budget

BACKGROUND:

As part of the FY 2015/16 budget, the City Council approved \$10,000.00 for the purchase of a new copier/fax/scanner/printer for the Police Department. This new machine will replace the one currently in the hallway at PSB.

We went out for bids from multiple companies. Advanced Business Systems, RK Dixon and Digital Copy Systems. Advance Business Systems returned with a proposal for a Sharp machine for \$6,341.00 with a service agreement for \$40.20 per month. RK Dixon returned with a proposal for a Xerox machine for \$6,364.00 with a service agreement of \$59.40 per month. Digital Copy Systems returned with a proposal for a Canon machine for \$8,900 with a service agreement of \$59.40 per month.

Advanced Business System was the lowest priced machine that would fit our needs. ABS supplied our current copier and is the service provider. We have been very happy and satisfied with the response and service from Advanced Business Systems.

The current machine we have in the hallway will be moved to the Records office.

As suggested during budget talks, John Kreuzenstein was consulted during the selection process for this machine.

We would also like to have the current Sharp copier that is currently in the Detective's office declared as surplus property. The copier is old enough that ABS has told us that replacement parts are no longer available. Advanced Business Systems has agreed to remove of the old machine and prepare it for recycling.

In total, we are requesting to spend \$6,341.00 on this machine.

As part of the \$10,000 copier budget request we included document editing software costs. We will be moving forward in the near future with this purchase.

RECOMMENDATION/RATIONALE:

It is our recommendation that City Council authorized the department to purchase the Sharp copier/multi-function machine for the amount of \$6,341.00 from Advanced Business Systems.