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FINANCE & RECORDS

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## MEMO

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director

Date: May 13, 2011

Re: Request to Approve Lease for New Finance Copier

### Introduction and Background:

The current small copier in the Finance office is under a 5-year lease arrangement that is currently scheduled to end in November of 2012. Xerox is currently offering an incentive program for copiers ordered for delivery before June 30, 2011. The current lease is approximately \$417.17 per month including the copy/click charges.

The attached proposal for a new Work Centre 5735PT would provide the same copier, printer, and scanning to e-mail capabilities as the current machine but would be slightly faster and include a color scanning feature. One of the uses for the color scanning would be to add color graphs to the electronic version of the City budget on the City's website. The monthly lease payment including copy/click charges for the new machine would be an average of \$359.04 per month. This amount is **\$58.13** per month less than the current lease or a savings of **\$697.56** annually. There is no cost or penalty in transitioning from the current lease to the new lease.

### Recommendation:

Please include this request to enter into the new Finance department copier lease on the agenda for the May 19, 2011 meeting. Please contact me if you have any questions or need additional information.

## Lease Pricing PROPOSAL



Presented to City of Muscatine

By Brooke Eastburn

On 5/10/2011

WorkCentre 5735 has print, copy, and color scanning. The device is configured with an offset catch tray, convenience stapler, and envelope tray.

Cost per copy pricing includes maintenance and supplies excluding paper and staples.

State or Local Government Negotiated Contract : 072164800

Solution					
Item	Product Description	Agreement Information		Trade Information	Requested Install Date
1. 5735APT (WC5735A PRINTR/4TRAY)	<ul style="list-style-type: none"><li>- Oct (32-55 Ppm Only)</li><li>- Conv.stapler (50 Sh)</li><li>- Envelope Insert Kit</li><li>- Customer Ed</li><li>- Analyst Services</li></ul>	Lease Term: Purchase Option:	60 months FMV	<ul style="list-style-type: none"><li>- Xerox WC5632P S/N WRT608158</li><li>Trade-In as of Payment 43</li></ul>	5/20/2011

Monthly Pricing						
Item	Lease Minimum Payment	Meter	Print Charges	Volume Band	Per Print Rate	Maintenance Plan Features
1. 5735APT	\$284.68	1: Meter 1	1 - 4,000	4,001+	Included \$0.0069	<ul style="list-style-type: none"><li>- Consumable Supplies Included for all prints</li></ul>
Total	\$284.68	Minimum Payments (Excluding Applicable Taxes)				

All information in this proposal is considered confidential and is for the sole use of City of Muscatine. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement. Pricing is subject to credit approval and is valid until 6/9/2011.

For any questions, please contact me at (563)359-1383

