



To: Len Flood
Finance Director

From: Larry McGhinnis
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Subject: Copier Replacement with Network Color Copier

Every year at our finance department budget workshop we discuss and brainstorm on ways to improve productivity and efficiency. In November I started looking at ways to reduce printing costs and man-hours associated with internal and external color printing. The project was to look at color printing/copying using a network color copier. Another reason for starting this project was a request from the Village Manager to have a color copy made. We had to inform him that we didn't have that capability within the village. As I thought about his request I realized that with the proper tools employees could increase productivity, enhance the Village's image with professional presentation materials, and reduce costs.

The acquisition of a network color copier was one of the items the Finance Department presented during the budget hearings last fall. The Village Board thought this was a good idea and advised IT to proceed in the current fiscal year.

The first step in this process was to evaluate some of the printing requirements from each department. Attached is a list of projects from each department that this copier can be used for. This list includes an analysis of the cost savings by doing these projects in-house with the new copier. Some of the needs I received from the departments were to be able to print booklets or pamphlets on-demand. An example that was discussed is that one-week you may want to print only 100 pamphlets, make changes for the next month then do another printing. The cost to outsource this type of printing would be prohibitive. Because of this cost a lot of pamphlets and brochures sent to the public are done with black ink on color paper. These are not that professional looking.

Another use this copier will accommodate is the scanning of documents. This feature would be ideal for use with Legistar allowing each department to scan their own documents and attaching to the Legistar application. This feature would be an enhancement to our current processes.

Funding for this copier would come from the computer reserve account. IT is currently maintaining 3 color printers, and an old copier. The funds set aside in the reserve account to replace these peripherals would be used to purchase the copier. The recommended copier

would replace all of these machines. In addition, the old copier has a maintenance agreement for about \$650.00 a year. The printers and scanner are all on a time and material basis for maintenance on an average cost of \$200.00 each time a repair is needed.

Over the past 4 months with the assistance and input from each department I have been evaluating copiers. I have reviewed copiers made by Cannon, Ricoh, Minolta, Sharp, and Kyocera. A price on the Sharp copier was not requested since the glossy print feature would have to be set by a technician each time you wanted to change it and there were no additional options such as stapling, booklet finishing, or hole punch capabilities. The Ricoh 2232c is listed for comparison; however, the quality and the speed which wasn't any faster than our HP printers, made it unacceptable. IT has received the following proposals:

	Ricoh 2232c	Ricoh 2238c	Minolta CF-2002	Cannon IRC3200	Kyocera
Base cost	8629.00	9579.00	13556.00	11456.00	9995.00
Document Feeder	included	included	included	included	1306.00
Auto Duplexing	included	included	included	included	335.00
Finisher w/stapler	included	included	1132.00		
Booklet finisher	1870.00	3400.00	414.00		1913.00
2/3 hole punch	436.00	765.00	300.00		w/booklet finisher
Print Controller	included	included	included	included	3383.00
N1 Finisher				2277.60	
N2 Finisher				4556.00	
Delivery/install	included	included	included	included	200.00
Document Management Software	not available	not available	included	additional cost	3rd party - additional cost
Total costs	10935.00	13744.00	15402.00	18289.60	17132.00
Service per page costs					
Black and White	0.014	0.014	0.012	0.01	0.01
Color	0.088	0.088	0.09	0.15	0.08

The recommendation for the Minolta copier is based on the overall quality of print that was better than the other copiers, ease of use, and the addition of document management software.

Below is a brief description of the document management software:

One easy-to-use application for organizing scanned paper documents and electronic files. It gives individuals within workgroups and small businesses an easier way to save, manage, and find electronic files. Everything can be accessed with point-and-click simplicity. Together with your Minolta multifunctional peripheral, PageScope Cabinet Pro allows you to scan hard-copy documents directly to your PC where you can organize, file, perform OCR, enhance image quality, convert file formats, combine images and electronic documents into a PDF, and output any document you need to print, fax or even attach files

to e-mail messages. Paper documents can be easily scanned and combined with documents created electronically, so you can keep everything where you need it -- and all relevant information can be accessed more quickly and efficiently and incorporated into new documents

Minoltas all-inclusive service and supply program offers unlimited on site service and parts as well as unlimited consumables.

Other features include:

Networked therefore allowing access from desktop PCs

Automatic Duplexing Document Feeder – 100 sheet capacity

Booklet Finisher – which will fold and saddle stitch the booklet

Staple Finisher

2-3 Hole punch kit

Scanning capabilities

Can produce posters 400 times the original size of your document. This is taking a 2" X 5" photo and being able to make a poster that is 3' X 4' by printing sections of the photo on 8 X 11 paper then taping them together.

The Minolta offers a built in print server that allows for faster rip times, faster print times and unparalleled job management features.

IT recommends a contract be awarded to Konica Minolta Business Solutions for an amount not to exceed \$15,402 for a copier replacement.