



Department Source: Finance
To: City Council
From: Director of Finance, Matthew Lue
Council Meeting Date: October 3, 2022
Re: Copier Lease Agreement

Executive Summary

The City of Columbia formally bid and awarded the lease and maintenance of copier/printer machines May 2020. The Finance Department is looking to replace two copiers/printers with one that has a combination of features using a cooperative contract for pricing of this lease. These two machines will be reassigned to other City Departments by IT.

Discussion

The two pieces of equipment being replaced operate slowly and no longer fit our efficiency needs. Additionally, continuing to purchase toner for two machines is cost prohibitive. The new copier/printer will have combined features of the two that Finance is replacing. It also produces more pages per minute.

The lease is for sixty (60) months at \$207.20. The annual cost of \$2,486.40 is less than or equal to the intergovernmental charge paid to IT to provide maintenance on the two machines. In addition, the cost of the lease includes all maintenance, parts, labor, toner (color and black), preventative maintenance and emergency calls on-site.

Costs not included in the monthly maintenance lease are printed pages. Finance will be billed \$.0089 for black and white pages and \$.0524 for color pages. There are no fiscal impacts, as we will have one machine instead of two and eliminating the direct cost of toner.

Fiscal Impact

Short-Term Impact: None.
Long-Term Impact: None.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Safe Neighborhoods, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Legislative History

Date	Action
05/18/2020	Resolution R67-20 adopted for copier/printer lease and maintenance through GFI Digital, Inc.

Suggested Council Action

Approve the lease for new copier