

<b>Subject</b>	<b>Replacement of Digital Copier</b>
<b>Summary</b>	The Authority leases a high volume digital copier from Danka Office Imaging. The 5-year lease term ends on May 14, 2008, and the copier is due for replacement.
<b>Recommendations</b>	Staff is seeking authorization to issue a Request for Proposal to obtain competitive bids for a new digital copier. Staff is also seeking authorization to extend the existing lease terms on a month to month basis until a new copier is delivered by the selected vendor.
<b>Financial Implications</b>	The monthly lease payments of \$367.40 would continue until a replacement copier is delivered. The RFP and selection process will occur over a 60 to 90 day process. The actual delivery date is unknown and based on product availability from the selected vendor.
<b>Options</b>	<ol style="list-style-type: none"> <li>1. Allow the exiting lease to expire on May 14, 2008.</li> <li>2. Extend the existing lease terms on a month to month basis to allow for an RFP process and a replacement copier to be delivered (staff recommendation).</li> </ol>
<b>Attachments</b>	None.
<b>Changes from Committee</b>	

### Background

The Authority currently leases a Toshiba e-Studio 650 digital copier from Danka Office Imaging. This high volume copier is used largely for duplicating Board and Committee packets. Since acquiring the copier in 2003 it has produced over 4 million copies. The reliability of the copier, however, has degraded in recent months and calls for service have increased significantly. Reliability is a critical business need for the Authority in order to meet production timelines for Board and Committee meetings. In that the copier lease is coming to an end and that the copier performance is declining, a replacement is imminent.

The cost of a new copier will exceed the \$10,000 bid threshold and staff is seeking authorization to obtain competitive bids for a replacement copier. The RFP will specify the Authority's copier needs and ask for firms to submit a proposal for the equipment they recommend. Vendors will be required to submit terms for both an outright purchase by the Authority and also lease-purchase terms. Staff will provide a "lease versus buy" analysis and present a recommendation to the APC. It may be advantageous to purchase the copier and avoid the interest cost associated with a lease-purchase agreement.