



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Richard AI, Manager of Employee and Business Services  
**DATE:** 06/06/2016  
**SUBJECT:** Multi-Function Printer/Copier Purchase  
**ATTACHMENTS:**

---

### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the Manager of Employee and Business Services report on budgeted copier replacements;

AND FURTHER THAT Council authorizes staff to engage in a five (5) year rental agreement with Rival Office Solutions/Ricoh Canada for the provision of two (2) black devices at a cost of \$72.24 each per month and one (1) colour multi-function printer/copier device at a cost of \$51.25 per month, including the supply of a cost per copy toner and 4 hour response Service Level Agreement in accordance with Ontario Broader Public Sector Vendor of Record established pricing;

AND FURTHER THAT the Clerk is instructed to prepare a by-law to enter into the rental agreement with Ricoh Canada Inc. for the June 20 2016 Council meeting.

### **EXECUTIVE SUMMARY**

On May 2<sup>nd</sup> Council passed the 2016 Budget which included funds for the procurement of two copier devices for the Municipal office, one colour device and one monochrome device. Also included in the 2016 Budget is one monochrome copier device for the North Huron Westcast Community Complex.

### **DISCUSSION**

The Ontario Vendor of Record (VOR) program extends pre-negotiated Provincial pricing to Broader Public Sector organizations, offering extremely competitive pricing on a wide range of equipment and services including copier/printer devices.

The Township of North Huron Procurement Policy currently does not have a provision to recognize the VOR program as satisfying procurement requirements alone. As such, prices for the required equipment were gathered from three vendors to ensure due diligence and accountability.

The existing multi-function devices at both the Municipal office and the North Huron Westcast Community Complex had been purchased outright in 2008 from Skoech Office Equipment and were under service contract with the company as well. Skoech Office Equipment was contacted to provide a quote for three replacement devices, pricing can be found in the table under Financial Impact.

Staff attended seminars to investigate the capabilities and price range of alternative brands for comparison. It was discovered that both Xerox and Ricoh devices were available via the VOR program at highly discounted prices. After further investigation into these two brands the Ricoh

devices stood out as the best value based not only being the lowest price but the Ricoh devices also support Laserfiche integration which is an item that staff is investigating for future Records Management and Retention needs. Xerox Canada and Ricoh Canada were both requested to provide pricing for devices from their respective VOR contracts.

### **FINANCIAL IMPACT**

An overview of feature-sets and summary of pricing is as follows:

#### Monochrome devices (1 - Municipal office and 1 - NHWCC)

Model	Reseller	Overview of features	Cost per page	Purchase Price	Rental/Lease Price
Kyocera TA-4501i	Skeoch Office Equipment	45 Pages Per Minute, Finisher with stapler, 4 paper drawers.	0.014	\$9,675	\$235.68 (4 year term) \$11,312.64 (total)
Xerox 5955	Xerox Canada	55 Pages Per Minute, Finisher with stapler, 4 paper drawers.	0.006	\$5,700	\$130 (5 year term) \$7,800 (total)
Ricoh 5054	Rival Office Solutions	50 Pages Per Minute, Finisher with stapler, 4 paper drawers.	0.0065	\$4,031	\$72.24 (5 year term) \$4,334.40 (total)

#### Colour devices (1 - Municipal office)

Model	Reseller	Overview of features	Cost per page	Purchase Price	Rental/Lease Price
Kyocera TA-3051ci	Skeoch Office Equipment	30 Pages Per Minute, 2 paper drawers.	0.0167 (Black) (Colour cost per copy is not offered colour toner must be purchased separately)	\$7,750	\$188.79 (4 year term) \$9,061.91 (total)
Xerox 6655	Xerox Canada	30 Pages Per Minute, 2 paper drawers.	0.014 (Black) 0.07 (Colour)	\$4,300	\$100 (5 year term) \$6,000 (total)
Ricoh C3003	Rival Office Solutions	30 Pages Per Minute, 4 paper drawers	0.0088 (Black) 0.0627 (Colour)	\$2,877	\$51.25 (5 year term) \$3,075 (total)

Purchasing these devices outright offers only minimal savings over the rental/lease option, particularly on the Ricoh devices. In addition, the residual value of these devices after 4 to 5 years is very little and as such the rental/lease option is being recommended to reduce the initial capital requirement and blend costs over the lifecycle of the device. Copier purchases would become an operational expense as opposed to capital expense.

### **FUTURE CONSIDERATIONS**

In addition to the pricing tables above, the Ricoh copiers support Laserfiche integration through an available software plugin. If North Huron were to implement Laserfiche as our Records Management and Retention solution, this plugin can be added for a cost of \$499 per copier. Enabling integration from copier device greatly reduces staff time required to manage and file records.

#### **RELATIONSHIP TO STRATEGIC PLAN**

**Goal #4** – Our administration is fiscally responsible and strives for operational excellence.

---

Richard Al, Manager of Employee and  
Business Services

---

Kathy Adams, Director of Corporate  
Services/Clerk