

June 7, 2005

Honorable Mayor and Members of
the Hermosa Beach City Council

Regular Meeting of
June 14, 2005

**RECOMMENDATION TO AUTHORIZE THE PURCHASE OF
CANON IMAGERUNNER DIGITAL COPY/PRINT/SCAN/FAX NETWORKED
OFFICE SYSTEMS FOR CITY HALL**

Recommendation:

It is recommended that City Council authorize staff to purchase Canon imageRUNNER Digital Networked Office Systems from Canon Business Solutions and appropriate \$19,702 from the Equipment Replacement Fund to complete the purchase.

Background:

This request is for the replacement/upgrade of six copiers currently utilized by City staff. These were budgeted in 2004-05 for replacement. These units are long past their guaranteed useful life and have proved barely adequate in providing the functions necessary to the operation of routine office procedures.

Not only are these units in need of replacement due to the excessive use and repeated need for service, but they are extremely antiquated. The advent of digital technology has changed the way business and government operate. Today's digital systems work as printers, copiers, scanners, and fax machines all in one. As such, we will continue to see savings over the next several years as some of the existing stand-alone printers, scanners and fax machines are retired without replacement. Also, some departments that never had these capabilities in the past will now have all of these functions without the cost of additional stand-alone equipment.

Upgrading to this new technology will greatly enhance our efficiency. All units would be connected to the users' computer through the City's network. Such a system will make it possible for an administrative aide to compile an agenda packet in its entirety on their computer and then send the information to the copier, resulting in individual completed packets with each item separately stapled, collated, 3-hole punched, and ready for distribution. This eliminates hours of copying by the various departments and hours of manual collation that is currently performed the administrative aides. Replacing these antiquated copiers with up-to-the-minute technology will also have a positive impact on staff's ability to serve the public efficiently.

Several vendors were contacted and asked to provide in-house demonstrations of their product. Three vendors complied, they were: Canon, Sharp and Minolta. All machines

were tested thoroughly; the functions performed by each were evaluated against the needs of the City as well as the cost and service provided by each company. Canon was selected because it provides the newest technology, features the functions and machine speeds best suited to the daily operations of staff as well as providing a sound maintenance and supplies program. We contacted the City of Torrance City Attorney's office as a reference for the Canon imageRUNNER product. They confirmed that we can expect excellent performance from the product and the service department at Canon Business Solutions. Having used the Canon product and interacted with their service personnel for the last 11 years, staff is impressed with their product quality and service expertise.

Service:

As these units are drastically different in function than the existing analog units, Canon has agreed to negotiate a service contract after the initial 90 day warranty period to determine our estimated monthly usage/costs. The service contract will be comparable with what we pay for service now.

Funding:

Funding for these purchases is from the Equipment Replacement Fund. All of the machines are replacements for existing equipment. Funds totaling \$52,858 have been set aside for the replacement of these machines. In order to cover the additional costs of the digital equipment an appropriation in the amount of \$19,702 is needed to complete the purchase. The equipment is part of the county bid and a copy of the face sheet of the bid document is attached.

Based on this analysis, we recommend that the City Council authorize the replacement of all equipment as noted in the attached spreadsheet in order that all departments may be integrated into a computer networked system.

Respectfully submitted,

Stephen Burrell
City Manager

Attachment: Proposal from Canon Business Solutions

HARDWARE					
CURRENT EQUIPMENT	ORIGINAL COST	DATE INSTALLED	DEPARTMENTS SERVICED	RECOMMENDED EQUIPMENT	PRICE
CANON NP6050	14,017	1994	ADMINISTRATION PERSONNEL CITY CLERK FINANCE	CANON iR 5020i	16,200.00
CANON NP6050	14,017	1994	COMMUNITY DEVELOPMENT FINANCE/CASHIER	CANON iR 4570	11,995.00
MINOLTA EP2080	6,434	1997	PUBLIC WORKS	CANON iR 4570	11,995.00
MINOLTA EP2080	6,434	1997	COMMUNITY RESOURCES	CANON iR 4570	11,995.00
MINOLTA EP2010	4,400	1997	COMMUNITY SERVICES	CANON iR 2270	4,995.00
MINOLTA EP2010	4,400	1997	FIRE	CANON iR 2270	4,995.00
				HARDWARE TOTAL	62,175

SOFTWARE					
CURRENT EQUIPMENT	ORIGINAL COST	DATE INSTALLED	DEPARTMENT PERSONNEL	RECOMMENDED SOFTWARE	PRICE
N/A	N/A	N/A	SECRETARY TO THE CITY MANAGER	IMAGEWARE PUBLISHING MANAGER SOFTWARE (1ST USER LICENSE)	2,255.00
N/A	N/A	N/A	PERSONNEL ASSISTANT	IMAGEWARE (ADD'L USER FEE)	520.00
N/A	N/A	N/A	COMMUNITY DEVELOPMENT ADMINISTRATIVE AIDE	IMAGEWARE (ADD'L USER FEE)	520.00
N/A	N/A	N/A	PUBLIC WORKS ADMINISTRATIVE AIDE	IMAGEWARE (ADD'L USER FEE)	520.00
N/A	N/A	N/A	COMMUNITY RESOURCES ADMINISTRATIVE AIDE	IMAGEWARE (ADD'L USER FEE)	520.00
N/A	N/A	N/A	FINANCE ADMINISTRATIVE AIDE	IMAGEWARE (ADD'L USER FEE)	520.00
N/A	N/A	N/A	ALL OTHER POSITIONS	E-COPY DESKTOP (35 USERS)	0
				SOFTWARE TOTAL	4,855
				TOTAL HARDWARE & SOFTWARE	67,030
				8.25% SALES TAX	5,530
				GRAND TOTAL	72,560

