

Consider Approval of Proposal for Canon Copier Fleet Refresh

Staff requests approval of this proposal to lease Canon enterprise class multi-function copiers. The total project encompasses a 5-year Canon contract, with the yearly leasing costs of \$47,146.80 and software yearly costs of \$15,215.40. There are no monthly print minimums with print costs being determined at the end of each month. The total 5-year investment of leasing and software is \$311,811.00 and a breakdown in cost follows. Per purchasing requirements, Canon is on a state contract (DIR CPO-5428), and additional quotes from other vendors were received, with Canon being the best value. Quotes from the other vendors are included in the table below.

Canon (DIR CPO-5428) has provided a proposal to refresh the existing multi-function copier fleet deployed at the Main Campus and Charley Thomas Family Applied Technology Center (ATC). Areas included in the fleet refresh include Regents 2nd Floor Executive Suite, IT Service Desk which includes the main Production print solution, ATC, Financial Aid, David G. Glenn Library Resource Center, Business Office, Regents 3rd Floor Math and Sciences Faculty Offices, Admissions, Allied Health, Nursing, Northern 3rd Floor Arts and Humanities Science and Business Faculty Offices, Regents 2nd Floor, Student Success Center, TRIO Offices, and Counseling.

The 5-year investment of \$311,811.00 includes the lease of all equipment and software, which includes the print management solution Papercut and web-to-print solution Pressero. Print costs are billed monthly with the source of funding being the Auxiliary Fund.

Vendor/Quote	Item	Funding Source	Cost
Canon Contract No: (DIR CPO-5428)	60-month copier contract (Please see attached Executive Summary for Details)	Auxiliary Fund	\$311,811.00 – 5 year investment. Print cost billed monthly.
Sharp	60-month copier contract		\$345,575.40
Ricoh	60-month copier contract		\$468,408.00
Konika	60-month copier contract		\$315,223.20
Knight(Sharp)	60-month copier contract		\$414,401.40