



***Mid-Valley Special Education Cooperative***

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MEMO TO: Mid Valley Executive Board

FROM: Nancy Sporer

DATE: January 4, 2017

RE: **COPIER AGREEMENT**

The lease agreement and maintenance agreement for the copy machines at MJC and Mid Valley Administration are currently in effect until February 2017. The maintenance agreements for the machines are expensive and I have been in conversation with the sales manager from Ricoh in an effort to reduce costs. She was able to use government pricing in order to reduce our costs.

Ricoh has proposed replacing all five copy machines (MJC Office, MJC teacher workroom, Mid Valley work room (2), and in Admin office, a countertop fax/copy/printer) with new machines. There are two proposed lease options and I am recommending Option II, a 60-month lease because it is the option with the most savings. The maintenance costs, which are locked for 60 months and include toner, will be reduced from .006 to .0056 per black and white print, and from .06 to .0342 per color print. The total cost for all five copy machines will be reduced by approximately \$810 per month, for a total estimated annual savings of \$9,720. Replacing the machines will extend the lease for an additional five years.

Current cost of lease and maintenance:	\$2,170/month
Proposed cost of lease and maintenance:	\$1,360/month
Approximate Savings:	\$ 810/month

The total cost includes lease payments of \$740 per month and toner-inclusive maintenance cost of \$620 per month.

It is the recommendation that the Board approve the Option II / 60-Month lease agreement with Ricoh.

Please feel free to call me if you have any questions.

**EQUIPMENT PROPOSAL PREPARED FOR:**



**MID-VALLEY SPECIAL  
EDUCATION COOPERATIVE**

**Current Monthly Expenditures:**

Current 60 Month Lease for Ricoh 4501 / 5001 / 3352 / 201 / 3353	\$1,141.45
Current Maintenance & Supplies For 42,223 b/w per month and 10,700 color	<u>\$1,028.06</u>
<b>TOTAL CURRENT MONTHLY EXPENDITURES:</b>	<b>\$2,169.51</b>

**Proposed Monthly Expenditures:**

**OPTION I – 48 / 60 Month Lease- Replace all equipment, refinance Ricoh 3353 at Mades Johnstone**

	<b>60 Month Lease</b>	<b>48 Month Lease</b>
Replace Ricoh 4501 with Ricoh MPC 4504	\$197.99	\$225.36
Replace Ricoh 3352 with Ricoh MPC 4504	\$197.99	\$225.36
Replace Ricoh 5001 with Ricoh MPC 4504	\$197.99	\$225.36
Replace Ricoh 201 with Ricoh MP 301	\$ 30.75	\$ 34.99
Refinance Ricoh 3353 (IEP room) @ Mades Johnstone	\$161.28 (30% discount)	\$161.28 (30% discount)
<b>TOTAL LEASE PORTION</b>	<b>\$786.00</b>	<b>\$872.35</b>
Ricoh 301 – Maintenance & Supplies for 350 b/w per month @ .0075 =	\$ 2.63	\$ 2.63
Ricoh 4504 / 3354- Maintenance & Supplies for 41,873 b/w @ .0056 =	\$251.24	\$251.24
Ricoh 4504 - Maintenance & Supplies for 10,700 color @ .0342 =	\$365.94	\$365.94
<b>OPTION I: TOTAL PROPOSED MONTHLY EXPENDITURES:</b>	<b>\$1,405.81</b>	<b>\$1,492.16</b>
	<b>MONTHLY SAVINGS OF \$763.70</b>	<b>MONTHLY SAVINGS OF \$677.35</b>

**OPTION II – 48 / 60 Month Lease- Replace all equipment, replace Ricoh 3353 at Mades Johnstone with new Ricoh 3354**

	<b>60 Month Lease</b>	<b>48 Month Lease</b>
Replace Ricoh 4501 with Ricoh MPC 4504	\$197.99	\$225.36
Replace Ricoh 3352 with Ricoh MPC 4504	\$197.99	\$225.36
Replace Ricoh 5001 with Ricoh MPC 4504	\$197.99	\$225.36
Replace Ricoh 201 with Ricoh MP 301	\$ 30.75	\$ 34.99
Replace Ricoh 3353 with Ricoh 3554 (b/w only) @ Mades Johnstone	\$115.60	\$131.57
<b>TOTAL LEASE PORTION</b>	<b>\$740.32</b>	<b>\$842.64</b>
Ricoh 301 – Maintenance & Supplies for 350 b/w per month @ .0075 =	\$ 2.63	\$ 2.63
Ricoh 4504 / 3354- Maintenance & Supplies for 41,873 b/w @ .0056 =	\$251.24	\$251.24
Ricoh 4504 - Maintenance & Supplies for 10,700 color @ .0342 =	\$365.94	\$365.94
<b>OPTION II: TOTAL PROPOSED MONTHLY EXPENDITURES:</b>	<b>\$1,360.13</b>	<b>\$1,462.45</b>
	<b>MONTHLY SAVINGS OF \$809.38</b>	<b>MONTHLY SAVINGS OF \$707.06</b>

**Ricoh MP C4504 Copier/Printer/Scanner/Fax  
Equipped With:**

- \*45 Pages Per Minute Full Color and B/W
- \* (4) 500 Sheet Paper Drawers
- \*220 Sheet Single Pass Auto Duplex Document Feeder
- \*1200 dpi Printing
- \*Fax Board
- \*Finisher-Stapler with 2/3 hole punching
- \*Postscript
- \*9" User Friendly Interactive Touch Screen Display



**Ricoh 3554 Copier/Printer/Scanner  
Equipped With:**

- \*35 Pages Per Minute B/W
- \* (4) 500 Sheet Paper Drawers
- \*100 Sheet Document Feeder
- \*1200 dpi Printing
- \*Finisher-Stapler



**Ricoh 301 Copier/Printer/Scanner/Fax  
Equipped With:**

- \*31 Pages Per Minute B/W
- \* (1) 250 Sheet Paper Drawer
- \* (1) 50 Sheet Document Feeder

