



City Hall, 215 Sycamore St.
Muscatine, IA 52761-3899
(563) 264-1550
Fax (563) 264-0750

FINANCE & RECORDS

Memo

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director
Steve Boka Community Development Director

Date: March 10, 2011

Re: Request for Lease of New Copier for the Community Development Department

Introduction and Background:

The current small copier in the Community Development office is under a 5-year lease arrangement that will end late in 2011. While this machine is satisfactory for basic copying functions, staff has found it to be slow, have a long warm-up time, and the machine also does not have scanning capabilities.

The Xerox sales representative provided the City with information on trading the current Work Centre 4118 copier for a new Work Centre 3550. The Work Centre 3550 is a 35 page per minute device (up from 18 on the current device) with print, copy, fax, color scanning, another 500 sheet paper tray and stand. The WC 3550 is the replacement for the WC4118 series. Under a current promotion that ends March 31st, trading the current copier for the new model will result in a cost savings to the City.

The current monthly lease amount is \$60.38 with a per copy click charge of \$0.0233. The average monthly volume on this device is 2,270. With the current promotion, the Work Centre 3550 proposed lease amount is \$50.58 and a click charge of \$0.0145 on a 60 month lease. The new device would result in an **average monthly savings of \$29.77.**

Recommendation:

We request City Council authorize entering into the lease for the new copier. Please include this request on the agenda for the March 17, 2011 City Council meeting.

Lease Agreement



Customer: MUSCATINE, CITY OF

BillTo: CITY OF MUSCATINE
CITY HALL
Dept Of Finance
215 Sycamore St
Muscatine, IA 52761-3839

Install: CITY OF MUSCATINE
CITY HALL
FI 3
215 Sycamore St
Muscatine, IA 52761-3839

State or Local Government Negotiated Contract : 072164800

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. WC3550X (WORKCENTRE 3550)	<ul style="list-style-type: none"> - Carrier Deliv/instal - 500 Sheet Paper Tray - Stand - Analyst Services 	Lease Term: 60 months Purchase Option: FMV	- Xerox WC4118X S/N YHT742051 Trade-In as of Payment 50	2/23/2011

Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. WC3550X	\$50.58	1: Meter 1	All Prints	\$0.0145	- Consumable Supplies Included for all prints
Total	\$50.58	Minimum Payments (Excluding Applicable Taxes)			

Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 4 pages including this face page.

Signer: Nancy Lueck

Phone: (563)264-1550

Signature: *Nancy A Lueck*

Date: 3-18-11

Thank You for your business!
This Agreement is proudly presented by Xerox and

Brooke Eastburn
(563)359-1383

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