

106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

# **MEMORANDUM**

**DATE:** February 19, 2015

**TO:** Oshkosh Public Library Board of Trustees

**FROM:** Jeff Gilderson-Duwe, Director

**SUBJECT:** Photocopier lease / coin-op mechanism purchase proposal

Please consider the following proposal to replace the photocopier equipment on the Library's second floor:

#### Need Statement:

While still operational, the Canon Image Runner photocopier 2030 is over 7 years old and is showing its age. Papers must be placed in a counter-intuitive position and the top feeding tray does not function consistently, which causes customer confusion and requires staff intervention. It also is lacking some features and functions that have become standard on newer models such as USB/SD slots, scanning to portable memory devices, and improved user interfaces.

The scanning functionality available on newer photocopiers has become increasingly important to library customers. Customers often need to scan documents in order to then email them. Examples such documents include proofs of identification, insurance, or residence for which the customers possessed only paper copies. OPL reference staff members regularly receive inquiries about scanning services in the Library. Customers making these inquires must currently be directed to other businesses in the city for these services.

<u>Quotes Received:</u>	Oshkosh Office Systems	MBM	Jamex
Model	Ricoh MP2553SP	Xerox WorkCentre 5330	Jamex 6557
36 Month Lease	\$82.68/month	\$126.36/month	NA
Purchase Price	\$2,468.00	\$3,652.00	\$1,975.00
Service Contract*	0.0085/ea. B&W Image billed monthly in arears	\$231.00/yr (35k B&W + 0.0066/ea. Additional Image)	NA

\*Both contracts include all service calls, parts, labor, normal drum replacement, and toner. Paper NOT included.

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## Jamex Coin/Cash Vending

The library's Jamex coin operation unit is as old or older than the Canon photocopier. A newer model coin-op unit will be necessary to interface with a newer model photocopier.

Oshkosh Office Systems & Jamex quoted two different models:

New Jamex Model 6557: \$1,975.00 (purchase, includes shipping). This model takes cash, coin. No cards. Lease options are also available.

AND

New Jamex Model 6557JPC: \$2,411.00 (purchase, includes shipping). Same as previous model, however this model allows printing from PCs. Price includes delivery, set-up, instruction and installation to local area network. Lease options are also available.

It is recommended that the new Coin Op be purchased rather than leased since the technology does not become outdated as quickly as the copier technology and will be able to be used with future copiers.

## **Recommended Proposal:**

- 1. Lease from Oshkosh Office Systems: Ricoh MP2553 SP Digital photocopier, for 36 months at \$82.68 per month;
- 2. Commit to photocopier service contract, billed at \$0.0085/ea. B&W copy, and paid in arrears at an estimated cost of \$18.50 per month; and
- 3. Purchase from Oshkosh Office Systems: Jamex Model 6557 coin operation unit, for \$1,975.00.

Oshkosh Office Systems (OOS) services many of the City of Oshkosh copiers and printers, as well as the CFOS public copier on the lower level of the Library, the RASD staff copier, and the Tech Services/Mailroom copier. Oshkosh Office Systems has always provided excellent service.