



## **INFORMATIONAL MEMORANDUM**

**TO: Finance Committee**  
**FROM: Joel Bush, CTO**  
**BY: Mike Marcum, Technical Operations Supervisor**  
**CC: Mayor McLeod**  
**DATE: 8/16/24**  
**SUBJECT: Copier Lease: High-use copiers**

### **ISSUE**

Consideration of funding to refinance high-use copiers in key locations across the city.

### **BACKGROUND**

In 2017 we entered a five-year lease for copiers across the city. In 2022 rather than enter a new five-year lease we opted to refinance the same copiers for an additional three-years, believing the equipment had more longevity due to the lack of use during covid.

Technology and innovation Services is now seeking Council approval to enact a new lease that targets specific copiers with the largest impact.

### **Analysis**

In 2024 there has been rise in maintenance requests on high-use/high-impact copiers throughout the city, which has impacted employee productivity and efficiency. New copiers will address all work-related impacts, increasing equipment reliability and employee productivity.

### **FINANCIAL IMPACT**

The contract being proposed is for a new five-year lease replacing the copiers listed below, absorbing the remainder of the existing lease into the total, with a new total not to exceed \$77,000 w/tax over the five-year term.

- 1- Finance Department
- 2- City Clerks
- 3- Tukwila Community Center
- 4- Public Works Engineering

All pricing is based upon the Omnia State Contract #R191102

### **RECOMMENDATION**

Technology and Innovation Services is seeking approval to implement a new 60-month equipment lease. The Finance & Governance Committee is being asked to consider the equipment lease at the August 26, 2024 Finance Committee meeting, and forward to the Regular Meeting Consent Agenda on September 16<sup>th</sup>, 2024

### **ATTACHMENTS**

Informational Memorandum\_Copier Lease  
Sales Order





802 134th ST SW, Suite 170, Everett, WA 98204  
 Phone: 425-742-2244 Fax: 425-743-3117

THANK YOU

FOR YOUR BUSINESS!

Customer Order

Sales Rep Glenn Frazier  
 PO # 0

Ship To				Bill To			
City of Tukwila							
Address	6300 Southcenter Blvd			Address			
Suite				Suite			
City	Tukwila			City			
State	WA			State			
Zip	98188			Zip			
Phone	(206) 433-1800			Phone			
Fax				Fax			
<b>Meter Read Contact</b>	Mike Marcum			<b>A/R Contact</b>			
Meter Read Email	<a href="mailto:Mike.Marcum@TukwilaWA.gov">Mike.Marcum@TukwilaWA.gov</a>			A/R Email			
<b>Decision Maker</b>				<b>Decision Maker</b>			
Decision Maker Email				Decision Maker Email			
<b>Lease Months</b>	<b>Monthly Lease Payment</b>			<b>Lease Rate</b>	<b>Lease Type</b>		
60				0.02037	FMV		
QTY	Product #	Description	Equip ID	Serial Number	Unit Price	Total Price	
1	1102XN2US0	Kyocera 8353ci – 80 B&W 70 Color ppm			ASCC Clerks	\$350.75 per month	
1	1102XN2US0	Kyocera 8353ci – 80 B&W 70 Color ppm			Finance	\$350.75 per month	
1	1102YN2US0	Kyocera 6054ci – 60 B&W 60 Color ppm			PW Engineering	\$241.72 per month	
1	1102YN2US0	Kyocera 5054ci – 50 B&W 50 Color ppm			PRTCC	\$208.95 per month	
<b>Pricing per month also includes the following equipment buyouts</b>							
	Kyocera 8052	ASCC Clerks	\$4,844.31				
	Kyocera 8052	Finance	\$4,844.31				
	Kyocera 6052	PW Engineeering	\$3,068.20				
	Kyocera 5052	PRTCC	\$2,685.79				
All pricing is in accordance with Omnia State Contract # R191102							
<b>Price includes Delivery, Setup, Netorking and Training</b>							
<b>Also includes shipping all of the old equipment back to the lease company at No Charge to the city</b>							
Please see attached sheets for equipment breakdown							
<b>Comments/Special Instructions</b>						<b>Subtotal</b>	<b>\$ 1,152.17</b>
Delivery Date	Delivery Time					<b>Sales Tax</b>	<b>\$ 117.52</b>
<b>Delivery Instructions</b>						<b>Amount Due</b>	<b>\$ 1,269.69</b>
Customer acknowledges by its signature that it has read and understands it and that it constitutes the entire agreement, understandings, and representations, express or implied, between customer and Electronic Business Machines, with respect to hardware, supply, media, or documentation furnished or to be furnished hereunder and that this agreement supersedes all prior communications between the parties including all oral or written proposals. By executing this agreement, I acknowledge that I have read and understand this agreement and certify that I am authorized to execute this agreement on behalf of customer. In the case of this being a demo. You are allotted 1,000 B&W and 1,000 Color copies. Overages will be charged at .03 for B&W and .15 for color. There will be a 3% credit card processing fee if paying for equipment by credit card.							
<b>Customer Acceptance</b>				<b>Electronic Business Machines Acceptance</b>			
Authorized Signature				Manager's Signature			
8/9/2024				8/9/2024			
Printed Name	Title	Date		Printed Name	Title	Date	

**RECOMMENDATION FOR ASCC Clerks**

<b>QTY</b>	<b>DESCRIPTION</b>
1	Kyocera 8353ci – 80 B&W 70 Color ppm
1	ESP Surge Protector 20 Amp
1	PinPoint 3 Scan
1	Keyboard Holder 10 Keyboard Tray Kit
1	USB Keyboard
1	DF-7110 4,000 Sheet Finisher (65 Sheet Staple)
1	PF-7120 3,000 Sheet Large Capacity Side Tray - Letter
1	PH-7A Punch Unit for DF-7110 / DF-7130

<b>Lease Payment</b>	<b>Lease Months</b>	<b>Lease Type</b>
<b>\$252.07</b>	<b>60</b>	<b>FMV</b>

<b>B&amp;W Cost Per Page</b>	<b>Color Cost Per Page</b>
\$0.0065	\$.019 - \$.039 - \$.069

<b>Buyout</b>	<b>Lease Rate</b>	<b>Lease Payment</b>	<b>Total Payment</b>
<b>\$4,844.31</b>	<b>\$.02037</b>	<b>\$98.68</b>	<b>\$350.75</b>



**RECOMMENDATION FOR FINANCE**

<b>QTY</b>	<b>DESCRIPTION</b>
1	Kyocera 8353ci – 80 B&W 70 Color ppm
1	ESP Surge Protector 20 Amp
1	PinPoint 3 Scan
1	Keyboard Holder 10 Keyboard Tray Kit
1	USB Keyboard
1	DF-7110 4,000 Sheet Finisher (65 Sheet Staple)
1	PF-7120 3,000 Sheet Large Capacity Side Tray - Letter
1	PH-7A Punch Unit for DF-7110 / DF-7130

<b>Lease Payment</b>	<b>Lease Months</b>	<b>Lease Type</b>
<b>\$252.07</b>	<b>60</b>	<b>FMV</b>

<b>B&amp;W Cost Per Page</b>	<b>Color Cost Per Page</b>
\$0.0065	\$.019 - \$.039 - \$.069

<b>Buyout</b>	<b>Lease Rate</b>	<b>Lease Payment</b>	<b>Total Payment</b>
<b>\$4,844.31</b>	<b>\$.02037</b>	<b>\$98.68</b>	<b>\$350.75</b>



**RECOMMENDATION FOR PW ENGINEERING**

<b>QTY</b>	<b>DESCRIPTION</b>
1	Kyocera TASKalfa 6054ci A3 Color MFP 60ppm B&W/Color
1	DF-7120 - 1,000 Sheet Finisher/Stapler
1	DP-7160 - 320 Sheet Single Pass Document Feeder
1	ESP Surge Protector 15 Amp
1	Keyboard Tray Kit
1	PF-7150 - Dual 1,500 Sheet Trays
1	PH-7A - Punch Unit for DF-7120 / DF-7140
1	UG-37 Speed License Upgrade to 50ppm
1	USB Keyboard 89 Key
1	PinPoint 3 Scan

<b>Lease Payment</b>	<b>Lease Months</b>	<b>Lease Type</b>
<b>\$179.23</b>	<b>60</b>	<b>FMV</b>

<b>B&amp;W Cost Per Page</b>	<b>Color Cost Per Page</b>
\$0.0085	<b>\$.019 - \$.039 - \$.069</b>

<b>Buyout</b>	<b>Lease Rate</b>	<b>Lease Payment</b>	<b>Total Payment</b>
<b>\$3,068.20</b>	<b>\$.02037</b>	<b>\$62.50</b>	<b>\$241.72</b>

**RECOMMENDATION FOR PRTCC**

<b>QTY</b>	<b>DESCRIPTION</b>
1	Kyocera TASKalfa 5054ci A3 Color MFP 50ppm B&W/Color
1	DF-7120 - 1,000 Sheet Finisher/Stapler
1	DP-7160 - 320 Sheet Single Pass Document Feeder
1	ESP Surge Protector 15 Amp
1	Keyboard Tray Kit
1	PF-7150 - Dual 1,500 Sheet Trays
1	PH-7A - Punch Unit for DF-7120 / DF-7140
1	UG-37 Speed License Upgrade to 50ppm
1	USB Keyboard 89 Key
1	PinPoint 3 Scan

<b>Lease Payment</b>	<b>Lease Months</b>	<b>Lease Type</b>
<b>\$154.24</b>	<b>60</b>	<b>FMV</b>

<b>B&amp;W Cost Per Page</b>	<b>Color Cost Per Page</b>
\$0.0088	<b>\$.019 - \$.039 - \$.069</b>

<b>Buyout</b>	<b>Lease Rate</b>	<b>Lease Payment</b>	<b>Total Payment</b>
<b>\$2,685.79</b>	<b>\$.02037</b>	<b>\$54.70</b>	<b>\$208.95</b>