

# TOWN OF EATONVILLE

## Agenda Staff Report

Agenda Item No.: \_\_\_\_\_  
Subject: Resolution 2019-S A Lease agreement  
With Ricoh to upgrade copy machines  
\_\_\_\_\_  
\_\_\_\_\_

Meeting Date: July 22, 2019  
Prepared by: Kathy Linnemeyer  
\_\_\_\_\_  
Review Date: 07/17/2019 Finance

**Summary:** Our lease with Ricoh for copiers expired in June. We have negotiated a new 60 month contract with Ricoh. The new contract will replace the 3 copy machines that we currently have with the newer model of each machine. The monthly lease payment will be reduced by \$53.59 and the cost per copy will increase slightly for the Finance Dept machine. The original proposal from Ricoh included an increase to the cost of copies for the Planning/Building and Police Department machines. We were able to negotiate to keep them the same as our current lease. The lease cost includes all parts, labor, toner and staples. A 60 month lease is a standard lease period for copiers.

	Current	New
Monthly Pmt	\$409.73	\$356.14
Finance Copies		
Color	.0520	.0540
B/W	.0080	.0082
PD/Planning		
Color	.0580	.0580
B/W	.0090	.0090

**Recommendation:** Staff recommends approval of Resolution 2019-S, a 60 month lease with Ricoh for copiers.

**Motion for consideration:** I move to approve Resolution 2019-S authorizing the Mayor to sign a 60 month lease with Ricoh for copy machines.

**Fiscal Impact:**

**Attachments:** Resolution 2019-S, Ricoh Proposal

**RESOLUTION 2019-S**

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN A LEASE AGREEMENT WITH  
RICOH**

**WHEREAS**, the Town of Eatonville has a lease agreement for copy machines with Ricoh that expired in June; and

**WHEREAS**, Ricoh has provided the Town a proposal to upgrade copy machines using the State Contract pricing; and

**WHEREAS**, the lease agreement includes all parts, labor, toner and staples; and

**WHEREAS**, the Finance Committee has reviewed the information and recommends approval of the lease with Ricoh; now, therefore;

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,  
HEREBY RESOLVES AS FOLLOWS:**

**THAT:** The Town Council approves, and the Mayor is authorized to execute on behalf of the Town, the attached lease with Ricoh for copy machine services.

**PASSED** by the Town Council of the Town of Eatonville and attested by the Town Clerk in authentication of such passage this 22<sup>nd</sup> day of July 2019.

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Mike Schaub, Mayor

ATTEST:

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Kathy Linnemeyer, Town Clerk

**Confidential Proposal for:  
Town of Eatonville**

**Fleet Upgrade**

**Attn: Kathy Linnemeyer**

**Prepared by:  
Doug Gifford  
SLG Account Manager**

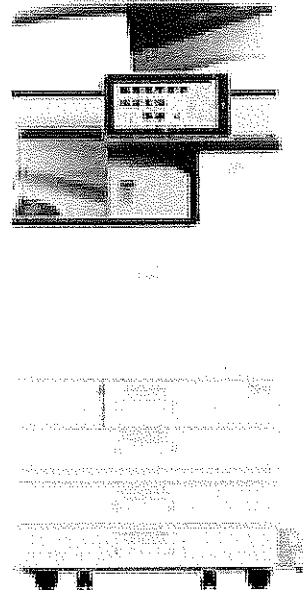
**RICOH**  
imagine. change.

Confidential Proposal for: Town of Eatonville  
Attn: Kathy Linnemeyer

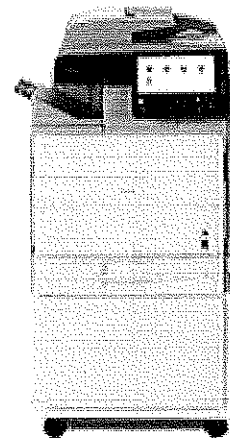
**State of Washington NASPO Contract #05214**

**Item Description**

**1 RICOH IMC3500  
LCIT PB3290  
INTERNAL FINISHER SR3250  
PUNCH UNIT PU3070 NA  
POSTSCRIPT3 UNIT TYPE M37  
FAX MEMORY UNIT TYPE M19 64MB  
FAX OPTION TYPE M37  
ESP XG-PCS-15D  
1 TS NETWORK & SCAN CONNECT**



**2 RICOH MPC401SR  
PAPER FEED UNIT PB1000 1 X 550  
SHEETS  
FAX OPTION TYPE M10  
FAC50 CABINET  
2 TS NETWORK & SCAN CONNECT**



- Delivery / Installation Included

**60 Month FMV Lease:**

**Fleet Upgrade: \$356.14 per month**

- Quotation valid until July 31, 2019.

**Maintenance Service with Supplies - excluding paper:**

**1 RICOH IMC3500**

**Monthly Base: \$0.00**

*Includes 0 B&W copies per Quarter per unit Per Quarter  
overages at \$0.0082 per page  
0 color copies per Quarter per unit  
overages at \$ 0.054 per page  
GOLD - includes Parts, Labor, Toner and  
Staples, excludes Paper*

**2 RICOH MPC401SR**

**Monthly Base: \$0.00**

*Includes 0 B&W copies per Quarter per unit Per Quarter  
overages at \$0.0090 per page  
0 color copies per Quarter per unit  
overages at \$ 0.0580 per page  
Gold - includes Parts, Labor, Toner  
and Staples, excludes Paper*