



CITY OF WASILLA

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COUNCIL MEMORANDUM

NO. 94-23

FROM: Clerk's Office

DATE: May 5, 1994

SUBJECT: Copy Machine Purchase

Council Memorandum No. 94-20 addressed the needs of a copy machine for the City of Wasilla. A recommendation was presented to the Council based on the City's evaluation of acceptable proposals.

Determining the needs for the City is the responsibility of the City Staff based on use, volume and demanded life expectancy, 7 to 10 years. Gathering base information through salesmen is very difficult, they are trying to sell their machines. We did accomplish this task with some difficulty. The type of usage the City has is spikes and valleys. The spikes cause immediate high usage which cause the machine to overheat which cause jams inside the machine, paper comes out scorched and brittle, plastic pieces sometimes break off causing shut down. The valleys are very deceiving because they give the impression of minimal use, in an attempt to compensate for the spikes and valleys, the Clerk's Office made a determination to require a speed of 80 copies per minute. The faster machines are built to handle a higher volume. The Clerk's Office knew prior to creating proposals that there were a minimum of 3 vendors in the local market who could supply a machine producing 80 copies per minute. We then sent proposals to 8 companies. Valley Business Machines called feeling they were being cut out of proposing, so we sent Addendum #1 to all companies lowering the speed to 70 cpm and making allowance for an offset as well as a sorter. Six companies responded, 3 responded with an 80 cpm copier, 2 companies were eliminated because they had no business license in the City of Wasilla.

It is true that the operations of these machines are very similar, but that is where the similarities end. Listed are reasons the Xerox was recommended:

1. Trade in value offered for the present Canon copier by Xerox is \$16,500.00.
2. There is no reduction in copy speed for the letter/legal copying at 80 cpm. The majority of our copying are these two sizes. This provides operator time savings.
3. The Recirculating Document Feed System is vacuum fed and holds up to 100 originals. This also provides operator time savings.

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4. Xerox has the capability of copying continuous forms and 11"x22" copies. This feature will be beneficial to the Finance Department, Public Works Department and the Planning Office.
5. Xerox is set up to use pre-punched paper for packets. This will be a big operator time saver, depending on the cost of pre-punched paper.
6. Xerox has a magnification ability of 50-200% which saves on the time needed to calculate reduction and magnification. This feature will be beneficial to the Public Works Department and to the Planning Department.
7. Xerox is set up to tie into a phone line and can automatically dial an 800 number for early detection of problems, cutting down time on the machine.
8. Xerox has a "Total Satisfaction Guarantee" for 3 years from date of delivery to replace the equipment with same or better if we are not completely satisfied.

Valley Business Machines has withdrawn their proposal. The Clerk's Office continues to stand behind the recommendation that we originally made.



Erling P. Nelson, CMC
City Clerk, Finance Director

