

To: Board of Directors
From: Bob Letson
Date: April 21, 2011
Re: Copier Proposal Award

A request for proposal to replace thirteen copiers throughout the facility received proposals from four vendors. The proposals were reviewed by the CFO, Controller, and IT Manager. The proposals were ranked on a scale of 1 to 5 on vendor experience, references, equipment and functionality, and service response time.

Copier Proposal Ranking

Criteria	<i>Ikon</i>	<i>Xerox</i>	<i>Hi-Speed Gear</i>	<i>Konica Minolta</i>
Experience	5	5	5	5
References	3	5	4	5
Equipment/functionality	5	5	5	5
Service Response Time	5	5	3	5
Authorized Dealer Certificate	YES	YES	YES	YES
Totals	18	20	17	20

Price:

36 months	2,711.81	2,154.97	2,095.60	2,923.15
48 months	2,273.05	1,884.29	1,809.99	2,396.02
60 months	1,938.18	1,723.31	1,559.93	2,013.47

The following is the estimated annual cost of each proposal:

Konica Minolta	\$24,162
IKON	\$23,258
Xerox	\$20,680
Toshiba	\$18,663

Each proposal achieves significant savings over our current annual maintenance agreement costs of \$58,000.

The review team feels Xerox, through OfficeTech in Kenai, is best positioned to provide the technical needs and service levels required by SPH. Xerox document management and network capabilities are superior and Xerox received a higher ranking than the lowest priced proposal. The team recommends a 60-month lease term.

Our IT staff will remove all hard drives and any other data storage devices from the existing equipment prior to removal from SPH.

This lease will require Service Area Board and Kenai Peninsula Borough Assembly approval per the Sublease and Operating Agreement.

Recommended Motion: Pass and adopt resolution 11-04, approving the vendor selection of Xerox Corporation through OfficeTech for facility-wide copier services.