



**To:** President Gardiner and Members of Town Council  
**From:** Dustin Anderson, Town Manager  
**Date:** September 6, 2022  
**Re:** Copier Maintenance

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### **Background**

In 2016, the Town renewed our copier lease-purchase with McShane's. That lease included seven new copiers to replace those on the then-expiring lease. These machines were placed in the following offices: Town Manager, Police, Fire Station, Public Works, Building Department, Clerk-Treasurer's Office, and Parks Department.

The lease term, now expired, was for 60 months made in 20 quarterly payments of \$4,236.00 for equipment and \$2,177.00 for service and supplies.

At your November 2021 meeting, Council approved an annual maintenance agreement with Pulse Technology (formerly McShane's) of Chesterton, IN for a quarterly fee of \$4,275.00

### **Methodology**

In 2022, we found these machines to still be running well. After evaluating their condition and capabilities and ensuring that they are meeting the current use needs, it would seem to be more affordable to simply maintain the machines we have.

Pulse Technology has offered to maintain their 2021 quarterly maintenance price for us in 2022.

**Recommended Action:** By motion and voice vote, authorize the Town Manager to enter into an annual maintenance agreement with Pulse Technologies at a quarterly rate not to exceed \$4,275.