



MEMO

TO: President Gardiner and the Members of the Town Council

FROM: Town Manager

SUBJECT: Copier Lease

DATE: September 7, 2023

Background

In 2016, the Town updated our copiers with a lease with what was at the time McShane's. Our lease expired two years ago, and we have since then contracted with Pulse Technology (formerly McShane's) for the service of those machines.

The models that we have are no longer in production and the parts necessary to keep them running reliably are becoming difficult to source.

The following table illustrates our current inventory.

Department	BW Total	Color Total	Purchase Date
Building	198,243	0	4/23/2012
Building	178,940	155,532	9/29/2016
Fire Station 2	158,701	62,165	9/29/2016
Public Works	223,535	89,462	9/29/2016
Parks	431,446	474,969	9/29/2016
Police	411,479	258,050	9/29/2016
Town Manager	175,641	205,832	9/29/2016
Clerk Treasurer	445,334	198,330	9/29/2016

Methodology

We would like to modernize our inventory through Pulse. We are proposing eight new copiers that meet or exceed the current capabilities of our machines.

The attached proposal contemplates a 60-month lease for a total cost per month of \$3,110.

We anticipate using Fund 2547-1140200-63105000 for the cost of this.

Recommendation:

Authorize the Town Manager to enter into an agreement with Pulse Technology for the lease of eight new copiers.