

TO: Selectboard and Town Administrator  
FROM: Sharon Lucia, Town Clerk  
DATE: September 27, 2021  
RE: COPIER/SCANNER/FAX MACHINE BIDS

BIDDERS: Symquest (Sentinal BizHub) (same brand & vendor we have now)  
Conway Technology Group (Xerox)  
Office Systems of VT (Toshiba brand)

RECOMMENDATION: Lease a color copier from **Symquest**. Their monthly fee is \$116 (lower than what we are currently paying). The black/white per page price is also lower than what we are currently paying. We would be able to agree to an allotment per month and we could adjust the allotment number for color copies once we see what the usage is.

BID INFORMATION:

All three bidders were comparable in the features we requested which is everything we currently have (for e.g. printing/scanning (in color)/email/4 paper trays/staple feature/maintenance/bypass tray). I did ask about fax capability which we could have on the new machine but there would be a cost from the phone company to enable the copier to have fax capability. For the number of faxes we receive or send it doesn't make sense to spend the additional money and increase the monthly phone bill. The current fax machine is suitable for our purposes and most of the time there is not an additional fee on the phone bill.

The request for bids also asked for prices for black/white and for color copies. We average about 5,967 copies per month over the last five years (black/white). If we go over the monthly allotment the price per page does not increase nor does it decrease if we under the allotment. Two of the vendors gave allotments – one is based on our average over the last five years – the other one is significantly lower than our five-year average. The third vendor allows the Town and the vendor to agree on what a monthly allotment would be. There is a separate counter for black/white and color.

- The price per page for black/white ranged from 0.006 to 0.0076. (based on monthly average fees range from \$27 to 45)
- The price per page for color ranged from 0.045 to 0.0505.

Maintenance and toner supplies are included in the base lease price. The monthly base lease amount ranges from \$110 to \$128.

If we choose the same vendor we have now, then the return of the current copier is included in their bid. If we do not choose the same vendor, the fee to return the copier is \$500.