

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Renewal of Copier Lease

DATE: April 15, 2023

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL- \$104,369.64

() OTHER

CAPITAL-

COMMISSION ACTION REQUESTED ON: May 15, 2023

PURPOSE:

To renew our copier/printer lease with Duplicating Products for 48 months.

BACKGROUND / HISTORY:

We currently lease 82 copiers/printers with Duplicating Products. Our current lease and support/maintenance agreement expires on August 15, 2023.

Duplicating Products is an authorized Ricoh/Savin brand dealer. They are authorized to lease, sell and service these products under the Georgia State Contract, therefore comparable quotes are not required by our purchasing policy.

This new agreement includes a complete refresh of all copiers and printers county-wide. Duplicating Products will also migrate existing workflow software from our old server and implement it on a new server. New workflows will also be built and rolled out to refreshed equipment. Contract also includes toner, support and maintenance on all leased equipment.

Our current base plan is \$8787.47 a month. Over the past 12 months, our print overages have averaged \$182.73 monthly for color prints. Duplicating has increased our monthly color print allowance by 3600 color pages per month at no additional cost. This will save us the \$187.73 per month we were paying in overages each month for color prints/pages.

By agreeing to renew our existing copier lease with Duplicating prior to April 15, 2023, we will avoid a 5% price increase. The total base cost increase would be \$9,316.07 per month. \$434.87 per month plus \$183.73 per month in overages savings. Our total monthly savings will be \$618.60, which is 7% in savings each month. The new base plan will be reduced to \$8697.47 a month with these savings.

FACTS AND ISSUES:

1. Reduce operating expenses by 7%.
 2. Includes 169,250 black prints with \$0.0085 per black print job over monthly allowance.
 3. Includes 44,150 color prints with \$0.051 per color print job over the monthly allowance.
 4. Refreshes the entire fleet of copiers and printers throughout the county with up-to-date technology and security features.
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5. Includes maintenance, services and supplies for all covered equipment. Does not include paper and staples.
 6. GA State Contract - 99999-SPD-SPD0000137-0002
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OPTIONS:

- 1) Approve the copier/printer renewal with Duplicating Products
 - 2) Deny the copier/printer renewal with Duplicating Products
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION:

I move to approve the Copier/Printer renewal with Duplicating Products for 48 months.

DEPARTMENT:

Prepared by: Tracy Williamson

Director: Tracy Williamson, IT Director

ADMINISTRATIVE

COMMENTS:

County Manager

DATE: _____



SALES ORDER

P.O. Box 1548
Gainesville, GA 30503

Customer Number: GV0793
Customer PO: _____
Federal Tax ID# 58600 1495
Order Date: 4/17/2023
Sales Rep: Rodney Smith

DUPLICATING PRODUCTS, INC., BY ACCEPTANCE OF THIS AGREEMENT, AGREES TO FURNISH TO THE CUSTOMER, SUBJECT TO TERMS AND CONDITIONS HEREIN SPECIFIED, EQUIPMENT AND ACCESSORIES LISTED BELOW.

CUSTOMER INFORMATION BILL TO:		CUSTOMER INFORMATION SHIP TO (if different):			
HABERSHAM, COUNTY OF 130 JACOBS WAY SUITE 103 CLARKESVILLE, GA 30523		HABERSHAM, COUNTY OF Various locations			
BILLING EMAIL	BILLING PHONE	MAIN CONTACT	PHONE	EMAIL	
twilliamson@habershamga.com	(706) 839-0160	Tracy Williamson	(706) 839-0160	twilliamson@habershamga.com	
QTY	MODEL / DESCRIPTION		SERIAL NO.	UNIT PRICE	TOTAL
8	Savin IM350F-SS-Monochrome Laser Multifunction				
9	Savin IMC2510-SS-Color Laser Multifunction				
9	Savin Cabinet Type F				
1	Savin IMC2510-SS-Color Laser Multifunction				
1	Savin Fax Option Type M37				
1	Savin Cabinet Type F				
1	Savin Internal Finisher SR3250 (500				
1	Savin IMC2510-SS-Color Laser Multifunction				
1	Savin Paper Feed Unit PB3300 (550 x 2)				
1	Savin Internal Finisher SR3250 (500 sheets)				
Leasing Company		Lease Type	Lease Term	Lease Payment	
Great America		FMV 0 dn	48	\$8,697.47	

NOTE: DELIVERY INCLUDES UP TO ONE HOUR OF PROFESSIONAL SERVICES PER MACHINE AT NO CHARGE. ADDITIONAL TIME IS AVAILABLE ON A CHARGEABLE BASIS.

AUTOMATED METER COLLECTION: ☐ Yes (initial)
if no, Email Address: _____

AUTOMATED TONER REPLENISHMENT: ☐ Yes (initial)

MAINTENANCE PLAN: INCLUDED IN LEASE

METER TYPE	COST PER PRINT	PRINTS INCLUDED	BILLED	EXCESS PRINT COST	BILLED	METER READING
BLACK		169,250 combined	Pass Thru	\$0.0085	Monthly	
COLOR		40,550 combined	Pass Thru	\$0.051	Monthly	

INCLUDES: ALL SERVICE AND SUPPLIES

EXCLUDES: PAPER & STAPLES

TRADE IN:	Make/Model	Equip ID	Serial Number

THIS IS A BINDING ORDER, not subject to cancellation. No modifications or additions thereto shall be binding upon the seller unless expressly consented to in writing by an officer of the Corporation. Title shall remain with seller until payment is made in full. Duplicating Products Inc., warrants that the goods covered by this order when delivered to buyer will be of merchantable quality and free from defects in workmanship and material for the period specified above under ordinary use and conditions. Duplicating Products, Inc. shall not be liable for failure to deliver or delays in delivery occasioned by causes beyond its control, including without limitation strikes, lockouts, fires, embargoes, war, or other outbreaks of hostilities. Buyer understands that payments not made in accordance with specified terms will be subject to the current established service charges of Duplicating Products, Inc. This contract shall be governed by and construed according to the laws of the State where merchandise is to be delivered.

If the customer defaults hereunder: (1) Duplicating Products, Inc., in addition to other remedies, may repossess the equipment with notice; and (2) the Customer agrees to pay Duplicating Products, Inc., costs and expenses of collection and/or repossession, including the maximum attorney fee permitted by law, said fee not to exceed 25% of the amount then due. Purchaser warrants that all items listed herein as trade in equipment to be free and clear of all liens and encumbrances and purchaser further warrants he has authority to trade this equipment in for equipment listed hereon. MAINTENANCE PLAN covers all regular service calls during normal Duplicating Products Inc. operating hours (Monday through Friday 8:00am to 5:00pm). Service calls outside of those hours if available would be subject to additional charges. Coverage includes parts, labor, and supplies IF specified above, and only as specified above. Pricing and Term/Duration of agreement as specified above. Either party may terminate this Maintenance Plan at any time by giving 30 days written notice, in advance, to the other party. Duplicating Products Inc. reserves the right to review and adjust rates on an annual basis. All maintenance plans may be subject to minimum charges. Maintenance Plan also covers "Hotline" phone support for equipment issues. Network, workstation, and software support are not covered by a standard maintenance agreement and are chargeable on a per call or hourly basis.

Agreement may be subject to cancellation in the event of late or non-payment, relocation, damage, abuse, negligence, or use of un-authorized parts, supplies or service.

Duplicating Products, Inc.

X
Authorized Signature

Print Name and Title

Date

X
Authorized Signature
Print Name and Title
Date

04/10/2023



Duplicating
Products

SALES ORDER (Addendum A)

P.O. Box 1548
Gainesville, GA 30503

Customer PO: _____
Order Date: 03/17/2023
Sales Rep: Rodney Smith

CUSTOMER INFORMATION BILL TO:		CUSTOMER INFORMATION SHIP TO (if different):		
HABERSHAM, COUNTY OF 130 JACOBS WAY SUITE 103 CLARKESVILLE, GA 30523		HABERSHAM, COUNTY OF Various		
QTY	MODEL / DESCRIPTION	SERIAL NO.	UNIT PRICE	TOTAL
1	Savin IMC2510-SS-Color Laser Multifunction			
1	Savin Fax Option Type M37			
1	Savin Cabinet Type F			
1	Savin IMC2510-SS-Color Laser Multifunction			
1	Savin Cabinet Type F			
1	Savin Internal Finisher SR3250 (500 sheets)			
5	Savin IMC3010-SS-Color Laser Multifunction			
5	Savin Cabinet Type F			
3	Savin IMC3010-SS-Color Laser Multifunction			
3	Savin Fax Option Type M37			
3	Savin Cabinet Type F			
5	Savin IMC3010-SS-Color Laser Multifunction			
5	Savin Cabinet Type F			
5	Savin Internal Finisher SR3250 (500 sheets)			
1	Savin IMC3010-SS-Color Laser Multifunction			
1	Savin Punch Unit PU3070 NA			
1	Savin Internal Finisher SR3250 (500 sheets)			
1	Savin Paper Feed Unit PB3280 (550 x 2)			
1	Savin IMC4510-SS-Color Laser Multifunction			
1	Savin Finisher SR3260 (1000 Sheet)			
1	Savin Punch Unit PU3080 NA			
1	Savin Cabinet Type F			
1	Savin Bridge Unit BU3090			
1	Savin VM CARD Type M37			
1	Savin Memory Unit Type M37 4GB			
1	Savin IMC4510-SS-Color Laser Multifunction			
1	Savin Internal Finisher SR3250 (500 sheets)			
1	Savin Paper Feed Unit PB3280 (550 x 2)			
1	Savin IM 2500			
1	Savin Internal Finisher SR3250 (500 sheets)			
1	Savin Paper Feed Unit PB3300 (550 x 2)			
1	Savin IM 2500			
1	Savin Cabinet Type F			
2	Savin IM 4000			
2	Savin Internal Finisher SR3250 (500 sheets)			
2	Savin Paper Feed Unit PB3300 (550 x 2)			
1	Savin IM 4000			
1	Savin Finisher SR3260 (1000 Sheet)			
1	Savin Bridge Unit BU3090			
1	Savin Paper Feed Unit PB3300 (550 x 2)			
1	Savin IMC3010-SS-Color Laser Multifunction			
1	Savin Punch Unit PU3070 NA			
1	Savin Internal Finisher SR3250 (500 sheets)			
1	Savin Paper Feed Unit PB3280 (550 x 2)			
1	Side LCT			

Initial: _____



SALES ORDER (Addendum B)

Customer PO:	
Order Date:	03/17/2023
Sales Rep:	Rodney Smith

Initial:

Initial:

RICOH USA, INC.
4667 North Royal Atlanta Drive
Tucker, GA 30084

March 9, 2023

To Whom It May Concern:

This letter is to inform you that Duplicating Products is an authorized Savin Brand dealer. They have been a dealer since 1985 and are in good standing with us.

They are authorized to sell and service Savin products in the State of Georgia in the following counties: Banks, Barrow, Cherokee, Cobb, Dawson, Dekalb, Fannin, Forsyth, Franklin, Fulton, Gilmer, Gwinnett, Habersham, Hall, Hart, Jackson, Lumpkin, Pickens, Rabun, Stephens, Towns, Union, Walton and White.

If you have any questions regarding the relationship between Duplicating Products and Ricoh USA, Inc., please feel free to contact me at (770) 495-4150.

Very truly yours,

RICOH USA, INC.



Dru Baker
Vice President
South Region, Dealer Division