

CITY COUNCIL
CITY OF CAMBRIDGE

AGENDA ITEM NO. 17

January 25, 1988

INTRODUCED BY CITY MANAGER ROBERT W. HEALY

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING JULY 1, 1987

ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:

FROM	AMOUNT	TO	AMOUNT
Reserve / Other Ordinary Maintenance	\$13,695.00	City Clerk Extraordinary Expenditures	\$13,695.00

REASON(S)

Copier purchase.

In City Council January 25, 1988.

Adopted by a yeas and nays vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- Joseph E. Connarton, City Clerk.

A true copy;

ATTEST:-

Joseph E. Connarton

City of Cambridge

MASSACHUSETTS

In City Council

January 25

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AGENDA ITEM NO. 17.

RE: TRANSFER OF \$13,695. IN THE CITY CLERK'S OFFICE

	YEA	NAY	ABSENT	PRESENT
Mr. Thomas W. Danehy	✓			
Mr. Francis H. Duehay	✓			
Ms. Sandra Graham	✓			
Mrs. Sheila T. Russell	✓			
Mr. David E. Sullivan	✓			
Mr. Walter J. Sullivan	✓			
Mr. William H. Walsh	✓			
Ms. Alice K. Wolf	✓			
Mayor Alfred E. Vellucci	✓			

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OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

(617) 498-9017

JOSEPH E. CONNARTON
CITY CLERK

JOHN E. FLYNN
DEPUTY CITY CLERK

TO: Mr. Robert W. Healy, City Manager

FROM: Mr. Joseph E. Connarton, City Clerk *QX*

SUBJECT: Purchase of a Replacement Copier

DATE: January 21, 1988

During the past twelve months the City Clerk's Office and other users (principally the Executive, Law, Budget and Treasury Departments) have experienced and endured numerous problems and situations with the current Savin 5030 photocopier. Problems encountered have run the gamut from downtime to copy quality to billing problems just to mention a few.

During this same time frame, my office has participated in numerous meetings with representatives of the Purchasing Department and Savin Corporation in attempts to resolve past problems and develop a maintenance plan to meet any and all future problems. Basically, all discussions reverted back to one central point that being the copier can not meet the demands placed on it by the various user departments. During calendar 1986, the copier generated 233,000 copies and according to Savin representatives, the copier is equipped to handle between 85,000-90,000 copies in a twelve month period. Obviously this one statistic has led to many of the maintenance problems which has caused the copier to be out of service to user departments. Response time by Savin to the City on service calls also varied from two working days to a matter of two hours causing work flows to suffer and the public to wait for their requests to be met.

The financial agreement between Savin and the City for the lease/purchase of the copier was to expire on April 25, 1988 but on September 29, 1987 the Savin Corporation notified this office that the lease was terminated and the City now owns the copier outright. At present, a maintenance agreement does exist on this copier.

For the past several months this office, in cooperation with the other principal users, have participated in demonstrations arranged by the Purchasing Department to secure a replacement copier to meet present and anticipated future needs. Demonstrations included the follow copiers:

- 1) Savin 7050;
- 2) Konica 5503 ZMR;
- 3) Ricoh FT 7060; and,
- 4) Munroe RL 940DX

The basic requirements sought were to include a twenty (20) bin sorter, large paper tray (2500 sheets), duplexing and user friendly.

In evaluating the various copiers shown criteria employed included price, maintenance, and adaptability to existing office operations and floor space.

The Savin 7050 copier appears to be similiar to the present copier and given past performance of copy quality and Savin service, I do not recommend any future endeavors with this company.

The Konica 5503 ZMR offers an attractive purchase price and is a quality copier the biggest drawback is the lack of floor space to house such a copier. An option that would have to be considered to locate this machine in this office would be to construct a public access alcove at the present copier site and to relocate the copier to the present public access alcove. This move would require the assistance of both the Public Works and Electrical Departments and the cost savings would be negligible.

The Munroe RL 940 DX offers a great pricing scheme but has two short-falls - slowness to copy and potential of drum replacement of two to three times in a calendar year.

The Ricoh FT 7060, using the established criteria, appears to meet the varied needs of the user departments. Although this copier is priced at \$13,025.00 (highest among copier seen) was rated the highest among those staff persons who participated in demonstrations for adaptability to existing office functions, maintenance and relative ease in the operation of the copier.

Given the arguments that I have outlined, I am recommending the purchase of the Ricoh FY 7060 Copier and requesting your assistance in funding this purchase. A summary of the purchase is as follows:

Purchase Price.....	\$10,400
20 Bin Sorter.....	\$ 1,860
Large Paper Tray.....	..\$ 765
Installation & Starter Kit.....	\$ 275
Maintenance (2 months).....	\$ 395
	<u>\$13,695</u>

If you have any questions regarding this matter, please contact me.

Thank you for your cooperation in this matter.

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CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
TEL. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

January 25, 1988

To the Honorable, the City Council:

Attached is an order requesting the transfer of \$13,695.00 from the Reserve Other Ordinary Maintenance account to the City Clerk's Extraordinary Expenditure account to provide funds for the purchase of a new copier. For more detailed information see attached memo.

Passage of this order is recommended.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mbf
Enc.

Re: transfer of \$13,695. in the City Clerk's Office.

In City Council,

January 25, 1988

C.W. AS
MS
TV

Order Adopted
Roll Call

9-0-0