

Memo

To: William R. Bridgeo, City Manager

From: Raphael E. St. Pierre, Assistant City Manager 

Date: 8/18/2014

Re: Photocopier / network printers lease purchase

The City has been using Specialized Purchasing Consultant's since 2005 to conduct photocopier needs assessment as well jointly bidding the City's photocopier needs for purchase, servicing, supplies and financing with other northern New England school districts and municipalities. SPC received 9 bids with A-COPI the low bidder for photocopiers and Axis low bidder for network printers.

The City is purchasing 16 new photocopiers and 19 new network printers and has identified 11 photocopier and printers to retire. This will reduce the inventory of machines from 71 to 60. The City will also have a five year service and supplies agreement on all machines on a per copy cost basis. The service and maintenance agreement covers all cost except paper and paperclips.

The new service and supply agreement will reduce the City's cost from \$ 26,848 to \$12,869 a reduction of \$13,979 or 52%. The lease purchase payment will increase by \$2,680 from \$26,247 to \$28,927 The new municipal lease purchase agreement is for 5 years at 2.79%. The total cost reduction to the City is \$11,299.



THE CITY OF AUGUSTA

MARK S. O'BRIEN, MAYOR

CITY COUNCIL

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WILLIAM R. BRIDGEO, CITY MANAGER

TO: Mayor and City Council
FROM: City Manager, William Bridgeo
RE: Administrative Report
DATE: August 18, 2014

Meetings:

On Monday, August 18, 2014 the Conservation Commission will meet in Conference Room C beginning at 6:30 p.m.

The Strategic Communications Commission will meet in Conference Room C at 6:30 p.m. on Tuesday, August 19th.

There will be a City Council Business Meeting on Thursday, August 21, 2014 at 7:00 p.m. in Council Chambers. An agenda for this meeting is included in council packets. A pre-meeting will be held in Conference Room A beginning at 6:30 p.m.

On Friday, August 22nd, there will be a Senior Staff Meeting beginning at 9:15 a.m. at the Police Department.

Other Items:

You'll find an order on Thursday's agenda that authorizes a lease-purchase agreement for the ongoing acquisition, replacement and maintenance of city photocopies and related equipment. For a number of years, we have worked through a consultant who (for a fee) handles the needs assessment and bidding process for us. Ralph is very satisfied with this service and has provided a memorandum (included with the package) explaining it.

I was talking with a resident over the weekend and she advised me that she's received her tax bill the other day and that the stationery was for South Portland (although the numbers appeared to be correct). This morning I inquired with Clerk/Treasurer Barbara Wardwell and learned that the company we contract with to produce the bills erroneously used the wrong billing template for some of ours (not all – mine was correct). We're checking to determine the scope of the issue and will issue corrected bills as necessary (and adjust our payment to the company appropriately). Here's what Barbara has advised:

Some "City of Augusta" bills were printed on "City of South Portland" paper in error. The company we contract to print and mail our tax bills provides the same service to several municipalities so carries their stationery. Please know that the tax information on the bill is correct. The difference, besides the header, is that the tax information does not line up with the columns because South Portland has three

installments where Augusta has two. I am working with the vendor to correct this problem and will create and mail new bills to those affected, at no cost to the City of Augusta.

My time at the Maine municipal managers' gathering last week was both enjoyable and informative. We had about a hundred managers in attendance. I received recognition for thirty-five years of service as a city manager and provided an afternoon presentation on our professional code of ethics and classic ethical issues those in my profession typically face. Of course, the rainstorm of the summer hit while we were there and the managers from Portland, South Portland and other nearby communities watched as the news reports described the flooding occurring in their home communities. I was relieved that our problems were not as bad. Nonetheless, we had our challenges and I am very appreciative of the good work our City employees performed.

C: Department and Bureau Directors
Augusta Legislative Delegation