

Revised: 04/01/2015

**TOWN COUNCIL AGENDA  
Special Meeting  
Saturday, April 4, 2015**

**IMMEDIATELY FOLLOWING THE TOWN MEETING/DELIBERATIVE SESSION THAT  
BEGINS AT 9:00AM AT THE CAWLEY MIDDLE SCHOOL**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. OLD BUSINESS**
  - a. 14-101 Warrant Amendments from 4/4/15 deliberative session – recommendations by Council
- 5. NEW BUSINESS**
  - a. 15-019 Multi-Function Photocopier RFP #14-01 contract
- 6. ADJOURNMENT**

**Anyone requesting auxiliary aids or services is asked to contact  
the Administration Department five business days prior to the meeting.**

**Staff Report  
 Multi-Function Photocopier RFP #15-01  
 April 04, 2015**

**Background:** The Town's current lease agreement for a multi-function photocopier with Northern Business Machines, Inc. expires on April 15, 2015.

**Discussion:** The Town received five bids for RFP #15-01. The chart below outlines the bids:

Vendor	48 Month Lease (price per month)	60 Month Lease (price per month)
Toshiba Business Solutions	\$313.40	\$258
Northern Business Machines	\$389	\$319
Ricoh - 10,000 B&W/month	\$283.38	\$258.46
Ricoh - 20,000 B&W/month	\$361.38	\$336.46
Formax - MX-3640N	\$388	\$338
Formax - MX-4140N	\$418	\$358
Canon Solutions America, Inc 10,000 B&W	\$403	\$395

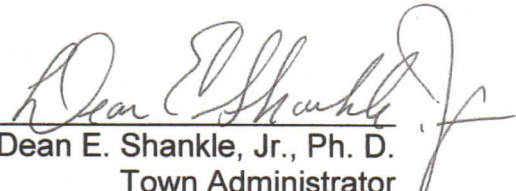
When considering factors such as monthly lease payment, overage prices, included black & white copies and cost per color copy, the lowest bidder is Ricoh. Staff is recommending a 48 month lease for 20,000 black & white copies per month with Ricoh. In addition to being the lowest bidder, Ricoh met all of the RFP requirements and is highly recommended by Hooksett Police & Fire (both departments currently lease copiers from Ricoh).

**Fiscal Impact:** The current budget for this copier lease is \$6,060/year. The base amount for this lease would cost \$4336.56/year. The Town is interested in purchasing a large capacity tray option which would add an additional cost to the base amount but is anticipated to remain under budget. The cost for color copies is billed quarterly to each department based on usage. The Town would see an additional savings in these costs as Ricoh's cost per color copy (\$.048) is lower than what we pay currently (\$.065) and is the lowest out of all bids.

**Recommendation:** Motion to award the Multi-Function Photocopier bid to Ricoh.

**Prepared by:** Katie Rosengren, Project Coordinator

**Town Administrator's Recommendation:**

  
 Dean E. Shankle, Jr., Ph. D.  
 Town Administrator