

Memorandum

To: Dirk Jablonski & Public Works
CC: File, Karen Jones
From: Dave VanCleave
Date: 22 November 2005
Re: Water Reclamation Copier



Dirk,

We are having difficulties with our plant copier/printer. It is breaking down frequently and is not recognizing some of the inputs from office computers. The copier is 5 years old and we would request permission for the Mayor and Finance officer to sign a rental agreement, to rent a copier from the state rental pricing contract.

After discussing the issue with the lab and our administrative secretary, we determined that the machine prints in excess of 20,000 copies per year with various reports, and documents, so we are recommending a Canon Image Runner 6000 from Best Business Products. The state rental-pricing contract is #14498, and the price per month is \$298.24. We will be able to cover this in our operating budget.

Sincerely



Dave Van Cleave
Superintendent

BEST BUSINESS PRODUCTS RENTAL AGREEMENT

621 West Russell Street, Sioux Falls, SD 57104

Phone: 605-336-1484 Fax: 605-335-5727

CUSTOMER INFORMATION

Billing Name: Rapid City Water Treatment Facility
 Address: 7903 Souyh Side Dr
 City/State/Zip: Rapid City, SD 57701
 Equip Location: Same
 Contact Name: Sally
 Phone: 394-4174

EQUIPMENT INFORMATION

	ITEM #	SERIAL #
Machine:	<u>IR6000</u>	<u></u>
Accessory 1	<u>Finisher F-1</u>	<u></u>
Accessory 2	<u>Network Print Board</u>	<u></u>
Accessory 3	<u></u>	<u></u>
Accessory 4	<u></u>	<u></u>
Accessory 5	<u></u>	<u></u>
Surge Protector	<u></u>	<u></u>

TERMS AND CONDITIONS

TERM OF RENTAL: 36 Months

USAGE BASE: \$281.92 Per Month

COPIES INCLUDED: All (BBP provides all parts, labor, drum & toner)

OVERAGE RATE: .0038 Per Copy

INSTALL/REMOVAL: NA One Time Charge

SPECIAL CONDITIONS: State Rental Contract #14498 Equipment Cost \$11,322.00

INSTALL DATE: _____ STARTING METER: _____

PICKUP DATE: _____ ENDING METER: _____

CONTACT NAME FOR METER READING: _____

Mel Swanson
SALESPERSON

X
CUSTOMER SIGNATURE

DESCRIPTION	BRAND	MODEL	UNIT OF MEASURE	PRICE
Rail for Finisher (Thick Carpet)	Toshiba	KN1017	Each	1.00
Post Inserter	Toshiba	MJ7001	Each	23.75
Printer Accessories:				
Ethernet/DSSC Controller	Toshiba	GL1020	Each	33.63
Fax Accessories:				
Not Available				
Scanner Options:				
See "Printer Accessories" above, included with Ethernet.				

Canon IR6000

Best Business Products Contract: 14498

Digital Copier, 128MB memory, 2x500 sheet paper drawers, RADF, automatic duplex, 50 sheet bypass, switchable outfeeder, electronic sorting, finisher, cabinet, 5 ½ x 8 ½ minimum copy, 11x17 copies. 60 copies per minute, maintenance .0038 per copy.	Canon	IR6000	Each	237.45
Copier Accessories:				
3500 Sheet Paper Deck	Canon	G1	Each	50.40
2000 Sheet Finisher	Canon	F1	Each	29.88
2-3 Hole Punch Kit	Canon	B1	Each	16.32
Saddle Finisher	Canon	F2	Each	102.40
ImagePASS	Canon	L1	Each	86.40
Copy Tray	Canon	C3	Each	.96
ImageRUNNER Security Kit	Canon		Each	16.00
Printer Accessories:				

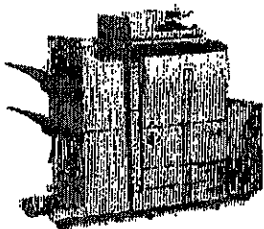
*Prepared For: RC Water Treatment Plant
Rapid City, SD 57701*

*Prepared by: MEL SWANSON
Sales Representative
Best Business Products*

CANON IMAGERUNNER 6000

SPECIFICATIONS & FEATURES

Digital Copier



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|---|---|
| <ul style="list-style-type: none"> 60 Copies per Minute Copy Speed 5.1 GB Image Server 100 Sheet Automatic Document Feeder Enlargement/Reduction 5 Job Copy Reservations Up to 100 Confidential Mailboxes Scan Once-Print Many Technology Accepts up to Ledger Size Originals Characterization/Insert Mode | <ul style="list-style-type: none"> 128 MB RAM Full Network Capability Automatic Trayless Duplexing 600 x 600 dpi Copy Resolution Dual Front Loading Paper Trays 50 Sheet Stack Bypass Job Build Function Cover Mode Booklet Mode |
|---|---|

STATE RENTAL PRICING# 14498

	Rental Price	Equipment Cost
Canon imageRUNNER 6000s	\$237.45	\$9,536.10
Finisher F-1	29.88	\$1,200.00
Document Feeder With Duplexing.....	Included	included
Ethernet Print Board.....	14.59	\$ 585.90
Hole Punch Unit.....	16.32	655.42
Total Monthly Rental Price.....	\$298.24	
Total Equipment Cost.....		\$11,977.42

*Maintenance Pricing includes all Parts Labor and Travel
.0038 per copy*

** All Pricing Guaranteed for 30 Days **