



MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF INFORMATION TECHNOLOGY

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May 25, 2023

MEMORANDUM

TO: Craig A. Moe, Mayor
Brencis D. Smith, Council President
City Council Members

VIA: Joanne Barr, Deputy City Administrator *JAB*

FROM: James A. Cornwell-Shiel, Director, Department of Information Technology

SUBJ: **RECOMMENDATION TO LEASE MULTI FUNCTION COPIERS**

The City's five-year copier lease is due to expire on August 5, 2023. Over the last several months, the Department of Information Technology (IT) analyzed our current copier expenses, copy counts and the need for new functionality. Working with the various department office managers we developed a list of requirements by department.

The City's current copier lease is with Digital Copier Associates (DCA) of Lanham, Maryland. We currently have five copiers within the City and an additional copier at the Laurel Volunteer Fire Department. All costs related to this copier are paid by the Fire Department. With this lease renewal we will be adding three additional copiers to support the Laurel Museum, Laurel Multi-Service Center, and the Department of Parks and Recreation at Gude Mansion, for a total of nine copiers.

As part of this lease, we will again add three 70" Sharp touch screen smart boards on rolling stands. These smart boards have been used extensively for training, presentations, and hybrid meetings. They have also recently been found to be well suited for use in digital plan review. As such, one smart board will be located at the Laurel Police Department, one rotating between Municipal Center meeting rooms, and one in the Fire Marshal and Permit Services plan review area.

The City has been using Sharp copiers for the last fifteen years. Sharp technology has performed well for us. While we evaluated other brands to identify any significant technology differences, it is our intent to continue using Sharp copiers. Our review showed that all copiers perform essentially the same basic functions. In our case, they are all capable of copying, faxing, network connectivity, scanning, stapling, sorting, three-hole punch, wireless printing, secure print release, and usage auditing.

In the end, we believe the biggest factor in picking a copier vendor was their responsiveness and their service capability. We have been using DCA for the last fifteen years.

They are local within the County and we have had no issues with their ability to maintain their copiers. To my knowledge, they have always met the 4 hour response window. Based on this our recommendation is to stay with the current vendor.

With our previous lease term, DCA provided us with a cost comparison between the State of Maryland Department of General Services Copier Contract and the National Joint Powers Alliance (NJPA). The NJPA is a public cooperative purchasing agency whose contracts are all competitively bid which meets our purchasing requirements. Based on the comparison it was determined the Sharp NJPA contract had better pricing than the State of Maryland Sharp copier contract.

Our current contract monthly copier cost is \$2,318.00 and includes an allotment of 35,000 black and white copies and 9,000 color copies per month. We have not exceeded that monthly cost in the past 5 years. Prior to adding that allotment in 2018, our monthly contract cost of \$2,260.00 was exceeded on average by \$683, due primarily to color copy overages. Based on our usage analysis, the existing copy allotment will continue to sufficiently satisfy the City's copying needs to maintain a stable monthly charge without overages.

The new monthly cost for the nine copiers and the three smartboards will be \$2,817.00. This cost includes all supplies (excluding paper and staples), and maintenance including parts with a four-hour response time.

FUNDING:

Funding for the lease of this equipment is in the Adopted FY2024 Department of Information Technology general operating budget.

RECOMMENDATION:

It is recommended the Council approve a 5-year copier lease with Digital Copier Associates in Lanham, Md. for the NJPA Cooperative purchasing price of \$169,020.00.

Should you have any questions or desire further information, please contact me at extension 2240.

Approved by:



Lisa Woods, Deputy Director
Department of Budget and Personnel Services



Date

cc: Christian L. Pulley, CPM, City Administrator