

Copier Executive Summary

This one-page summary provides an analysis and evaluation of the various bids put forth by the following vendors to replace six (6) Canon image runner 3245 departmental copiers, with alternate plans submitted for the five (5) Sharp MX503 and MX5001 machines in the administrative offices, and a second alternative for the one (1) coin operated Sharp copier in the library.

I have summarized the key aspects here for the four (4) bids we received. Each bid included a software solution to help ensure costs are kept under control. This summary is for the departmental copiers only.

Vendor	Make	Model	Buy/ Lease	Buyout	Print Allotment/ Meter Rate (overages)	Disposal	Monthly Cost w/100K copies/month
AOA	Sharp	MX465N	Buy \$42,024	\$1	No allotment 0.0045/copy	TBD	878.30 + 450/ month in copies
UI	Toshiba	E- STUDIO 5008A	Lease	FMV	No allotment 0.0055/copy	TBD	699 + 550/month in copies
CHQS	Sharp	MX465N	Lease	\$1	60K/month 0.0054 thereafter	Will “properly” dispose of canons	1876.20 + additional 216/month in copies
CHQS	Sharp	MX465N	Lease	FMV	60K/month 0.0054 thereafter	Will “properly” dispose of canons	1748.10 + additional 216/month in copies
Canon	Canon	IR4245	Buy: 32,032.92 Lease: 611.83	FMV	4-8K @.0091 8-12K @.0081 12K+ @.0072 0.0099 thereafter	Will take back existing IRs	611.83 + 720/month in copies

FMV – Fair market value (usually 10-15% of purchase price)

Vendor	Software	License Fee
AOA	Papercut	Not included in the proposal - would require further research
UI	Papercut	Included in lease for machines
CHQS	Papercut	Included in contract
Canon	Uniflow	16,549.47

Total Costs:

Vendor	Make	Total Cost
AOA	Sharp	79,698 (no software)
UI	Toshiba	74,940
CHQS	Sharp	117,846 (lease, extra 7,686 for \$1 buy out)
Canon	Canon	79,909.8 (seemed negotiable)

Best machines (per Fernando): Sharps and Canons

Best customer service (per my interactions with vendors): UI, 2nd best CHQS