



**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** David Wicke, Assistant City Engineer

**DATE:** 4/24/2018

**SUBJECT: ENGINEERING DEPARTMENT LARGE FORMAT COLOR  
COPIER/SCANNER/PRINTER (PROJECT 4338) AWARD OF BID**

**I. RECOMMENDED ACTION**

1. Recommend council to award approval to purchase a large format color copier/scanner/printer from the low bidder Marco Technologies, LLC. in the amount of \$25,843.89; and
2. Authorize the Mayor to sign the budget amendment

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	857-4100
David Wicke, Assistant City Engineer	857-4132

**III. DESCRIPTION**

A. Background

The Engineering Department has two large format machines in our inventory that are utilized by several Departments within the City. In 2009, the Engineering Department purchased the large format KIP 3100 black and white printer/scanner/copier primarily for the use of scanning large documents. In 2010 the Engineering Department purchased the Cannon IPF 810 large format color plotter. Due to their age, neither one of these devices are supported by the manufacturer and replacement parts are no longer available.

The KIP machine has been experiencing issues for several years. We have managed to keep the scanner working, but making copies is seldom possible. The department had plans to include a replacement in the 2019 City budget.

The color plotter has had no major issues and has served the City very well including thousands of color large format plots since the 2011 flood forward. The machine's main control until quit working in January 2018, and since replacement parts are no longer available, the machine is useless. The department had plans to replace the machine in the 2020 City budget.

On Tuesday, April 17, 2018 at 11:00 am, bids were opened for the Large Format Color Copier/Plotter/Scanner. Bidders were asked to provide pricing for two options. The first option was for the full purchase of the copier/scanner/plotter. The second option was to lease the equipment for three (3) years with a buyout option at the end of the 3-year term. After examining the bids, the best option for the City would be to purchase the equipment for the lowest bid amount of \$24,540.05 submitted by Marco Technologies, LLC. which is

approximately 18.2% below the Engineer's estimate. Attached to this memo is the Bid Tabulation analyzing the varying cost options that were included in the bids.

B. Proposed Project

A multi-use device is now available that has the capability to scan, plot, and copy large format documents in color. This device will combine the two machines into one, thus saving space and maintenance costs. The Engineering Department will solicit bids to either purchase a new device or lease a device, whichever is more affordable to the City budget as this was an unplanned expense.

C. Consultant Selection

NA

**IV. IMPACT:**

A. Strategic Impact:

Large format scanners and plotters are an essential piece of equipment for any engineering department. The department has plotted maps, plans, posters, for every department in the City at some point. All graphics for public meetings and displays are plotted on the machine. In addition, building plans, plats, and other official large documents are scanned by the KIP machine and are filed for official public records. Both machines play a critical role in servicing the community.

B. Service/Delivery Impact:

Replacement parts for the two machines are discontinued so the Department is without the ability to plot or copy large format documents. The City will have to pay for any plots or copies that are needed until a new machine can be obtained.

The new machine will be more efficient and significantly reduce troubleshooting by Staff. Time will also be saved if a combination machine is obtained since several intermediate steps between scanning a document and plotting it can be eliminated.

C. Fiscal Impact:

i. Project Costs

1. Minot Daily News Ad for bids	\$78.84
2. Marco Technologies, LLC	24,540.05
3. Service Contract (Monthly, 2018 costs)	<u>1,225.00</u>
4. Total Expenses	\$25,843.89

ii. Project Funding

1. Sales Tax Major Projects	\$25,843.89
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**V. ALTERNATIVES**

Council could choose to wait until the 2019 budget for these machines to be replaced. In the meantime, the City is without the ability to print and copy large format documents. To outsource this cost, it would likely be the same as a yearly lease payment. Thus, the ability to plot and copy in house would be cost effective not to mention the staff time spent traveling and waiting for a service to perform this work.

**VI. TIME CONSTRAINTS**

The Engineering Department needs the ability to print or copy large format documents to perform daily functions and to assist other Departments.

- VII. LIST OF ATTACHMENTS**
  - A. Bid Tabulation/Cost Analysis
  - B. Budget Amendment