



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Chief John Klug

DATE: April 18, 2022

SUBJECT: PROPOSED ORDINANCE – COPY MACHINE PURCHASE

I. RECOMMENDED ACTION

1. Recommend approval of the proposed ordinance to amend the 2021 budget to transfer funds from general fund to capital equipment fund for the purchase of a color copy machine; and
2. Authorize the Chief of Police to sign the acceptance of the quote for purchase.

II. DEPARTMENT CONTACT PERSONS

John Klug, Chief of Police 857-9800

III. DESCRIPTION

A. Background

The current copier and printer in the Police Department’s Investigations Division are both having mechanical issues and either need repair or replacement. This purchase will resolve both issues and increase the efficiency of printing and copying, while also lowering the overall cost of printing color images.

B. Proposed Project

The purchase of this equipment will allow for two (2) outdated machines to be combined into one unit, thereby simplifying the process used by our investigators and setting a more defined cost for printing and copying through the maintenance agreement. This will also provide a higher quality in color copies, which is important while conducting photo-lineups and printing other photographic images connected to criminal cases.

C. Consultant Selection

The department obtained three written quotes and selected Clute Office Equipment Inc. of Minot, which was the lowest bidder for product that met the needs of our Investigations Division.

IV. IMPACT:

A. Strategic Impact:

This purchase allows for the investigators to produce high quality images for their investigative work in a more efficient manner. This will also provide a more professional product for presentation to witnesses and victims.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

General Fund		(\$6,944.74)	
Capital Equipment Fund		<u>\$6,944.74</u>	
Net Effect		\$ 0.00	
Monthly Maintenance Agreement (10021000-44330)	\$ 39.15		(\$469.80/year)

V. ALTERNATIVES

Alt. 1 – The Council could deny the request and the police department would have to try to repair the old copier and replace the color printer.

Alt. 2 – The Council could deny the request and redirect staff with an alternative solution.

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

- A. Copy of the ordinance amending the 2022 Annual Budget.
- B. Copy of the quote from Clute Office Equipment, Inc.
- C. Copy of the City of Minot procurement checklist.