



TO: Mayor Chuck Barney
Members of the City Council

FROM: Jacqueline Melcher, Assistant City Engineer *JM*

DATE: 1/22/2018

SUBJECT: NEW PLOTTER FOR ENGINEERING PROJECT 4338

I. RECOMMENDED ACTION

1. Recommend approval to solicit bids for a new large format plotter/copier/scanner for the Engineering Department.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	857-4100
Jacqueline Melcher, 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 last week, 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.

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:

The purchasing or leasing of the device will be funded by Sales Tax Major Projects. Staff will put a bid package together that compares the bid versus lease options to obtain the most cost effective solution for the City. The anticipated purchase price of a machine is \$25,000-\$30,000, where a lease would be several thousand dollars a year.

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

NA