



MEMORANDUM - HINESBURG COMMUNITY POLICE

DATE: July 24, 2013
TO: Joe Colangelo
FROM: Frank Koss
SUBJECT: Copy Machine Lease

I am requesting consideration from the Selectboard for the lease of a copy machine that will replace our current Cannon copier and HP Laserjet4600n color printer. The cost of the annual lease will be approximately \$2910.30. Based on our current usage, we are spending approximately \$2805.03 under the current system.

The Cannon copier that we own was obtained January 9, 2003. Under the service contract, we pay \$0.0462 per page. This rate goes up every year as the copier gets older. The HP Laserjet was obtained 10/25/2005. Based on industry standards, we pay \$0.0229 for black and white and \$0.0837 for color copiers. Toner cartridges run \$138 for black and \$163 for color. Due to the age of the machines, jammed paper and problems requiring service calls are increasing in number.

Our annual usage is 72,713 for black and white and 6,100 color copies. This usage is based in part on statewide broadcasts from the National Crime Information Center and State's Attorney arrest packages that can total over a hundred pages.

The new copier's lease will be based on \$0.0099 for black and white and \$0.0500 for color. Additionally, it will have the capability to scan large volumes of documents to digital files. The State's Attorney was supposed to accept scanned reports several years ago but to date still require three copies of each report. It is only a matter of time before we will be required to submit the reports digitally. Additionally, the capability to scan our files will reduce paper usage and storage.

I believe this to be cost effective, as well as increasing efficiency within the department.