

AGENDA # G.6
Scio Township Board of Trustees
Replacing the Multifunctional Printer in the Copy room

FOR MEETING DATE OF: November 14, 2023

PREPARED ON: 11/09/2023

PREPARED BY: Chris Bailey

SUBMITTED BY: Information Technology

ITEM TYPE: Possible Action

BACKGROUND:

The current Sharp MFP has been in service since 2017 and has seen heavy use in that time. This had led to a lot of wear and tear on the unit requiring several repair jobs in the past six months. The best course of action is to replace the Sharp MFP with a new unit and reuse the old Sharp MFP in a lower capacity roll in the Utilities office.

We have reviewed three options to replace the Sharp MFP in the copy room used at Scio Township Hall. One proposal for a newer Sharp unit from UTEC, the vendor of our current unit, and two proposals from Applied Innovation for a Canon and Ricoh unit.

FISCAL IMPACT: \$8637.00

RECOMMENDATION: After reviewing the proposals and the capabilities of the printers we have opted to recommend the Sharp BP-70C55 unit for purchase by the Township. The Sharp unit had more features than the other unit such as integration abilities with Office 365 which one of the other units did not have and another required an extra add-on to be purchased. The Sharp unit is able to print more pages per minute, which is especially useful when printing board packets and other large print jobs. There is also the ability to edit copies and scans before printing and sending. This is very useful if you want to redact portions of a document without having to send them to your computer and edit.

MODEL MOTION: To authorize attached contract for purchase of a new Sharp BP-70C55 for an amount not to exceed \$8637.00

ATTACHMENTS:

[UTEC Sharp Proposal November 2023.pdf](#)

QUESTION: Shall this Motion be APPROVED?