

**GORDON COUNTY, GEORGIA
MEMORANDUM**

To: Board of County Commissioners
 From: Martin Vaughn, Purchasing Director
 Subject: Copier Lease
 Date: May 7, 2018

The Gordon County Board of Commissioners accepted sealed written Bids from the following qualified vendors to lease copiers to Gordon County.

	Monthly	Cost for	Total	Cost per	Cost per	Staples	Copier	
Companies	Lease Amt	1st 125,000	Monthly	Color	Overage	Cost/Box	Brand	
48 Month lease prices		Copies / Mo	Cost	Copy	B/W			
MSA (Chattanooga, TN)	3,327.04	612.50	3,939.54	0.0400	0.0049	72.00	Canon	
Sharp Business Systems of GA (Rome, GA)	3,343.98	612.50	3,956.48	0.0350	0.0049	68.00	Sharp	
NOVATECH (Chattanooga, TN) Option 1	3,745.00	625.00	4,370.00	0.0450	0.0040	75.00	Konica	
Standard Systems (Duluth, GA)	3,868.97	537.50	4,406.47	0.0400	0.0043	zero	Canon	
RJ Young (Chattanooga, TN) Option 2	4,615.39	862.50	5,477.89	0.0505	0.0069	72.00	Canon	
Canon Solutions of America (Melville, NY)	5,529.61	0.00	5,529.61	0.0563	0.0077	zero	Canon	
RJ Young (Chattanooga, TN) Option 1	4,780.04	862.50	5,642.54	0.0505	0.0069	72.00	Ricoh	
Edge Business Systems (Roswell, GA)	4,893.00	875.00	5,768.00	0.0500	0.0070	70.00	Xerox	
RJ Young (Chattanooga, TN) Option 3	5,154.01	862.50	6,016.51	0.0505	0.0069	72.00	Ricoh	
Creative Office Solutions (Marietta, GA)	6,429.44	0.00	6,429.44	0.0700	0.0070	zero	Sharp	
NOVATECH (Chattanooga, TN) Option 2	6,141.86	625.00	6,766.86	0.0450	0.0040	75.00	Canon	
Gdp Technologies (Duluth, GA)	7,695.10	0.00	7,695.10	0.0512	0.0078	zero	Xerox	

The bid covered 7 different models of copiers varying in color, B/W, speed, fax capability and other functions. The staff recommends a four (4) year lease. After consulting with the various departments a total of 42 copiers were requested by the departments. Seven (7) color copiers and thirty five (35) B/W copiers were needed. While none of the copier bids from each company met all the specifications, the general overview was the bided copiers will meet the needs of Gordon County.

EVALUATION

Two companies were almost the same in price. MSA bid Canon copiers and Sharp Business Systems of GA bid Sharp copiers. In evaluating the bid of each of these companies, 3 factors stood out as making a difference:

1. The vast majority of county users are familiar with the operations of Canon copiers thus very little training will be necessary.
2. The IT department is also very familiar with how to interface with Canon copiers.
3. MSA has several copiers installed currently in our offices and their service history of the copiers is very good.

RECOMMENDATION

The staff recommends accepting the bid from MSA. The lease cost will be paid from existing equipment leases budget of the various departments.