

FY23 CAPITAL REQUEST – IT DEPARTMENT



The old copier was purchased in 2014 and requires frequent maintenance.

- *Over 1 million pages printed*
 - *450,000 copies*
 - *650,000 print jobs*
 - *Over 6,000 faxes*
 - *100,000 Scans*

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Town Hall Copier: Lease vs. Purchase

Ricoh MPC Color 6004 Printer Copier, Scanner, Fax, OCR, Stapler 60ppm

	<u>Purchase</u>	<u>5 Year Lease</u>
Cost	\$5,970	\$7,740
4 Year Service Contract	\$4,000	\$4,000
5 Years Consumables	\$2,500	\$2,500
Total:	<u>\$12,470</u>	<u>\$14,240</u> (\$1,770)

Lease cost \$129 per month

Both options include trade-in of existing printer

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RICOH MPC 6004



DECEMBER 1, 2021