

Cost Analysis of Photocopier

The Village made the decision in 2018 to lease a photocopier for a period of five years, rather than to purchase a machine. This decision resulted in finance fees and lease fees at a rate of \$209.86 for 60 months – total cost \$12,576.00 plus the loss on the machine as a trade in, which would have garnered a further \$3,000 against the purchase of a new machine.

The current lease expires March, 2023.

Total cost of lease \$15,576.00 versus \$9667.00 for an outright purchase

The normal costs associated with the purchase of a photocopier for a Village of this size would be in the range of \$10,000 which would provide us with the following options:

1. Fax capabilities – needed because there are still some banks who provide deposit notifications by fax
2. Stapling capabilities
3. Sorting capabilities.

Another significant impact of keeping a machine for the long term, is as the machine ages, the cost of copies increases significantly. Colour copies are now at .13 cents per copy versus .06 cents per copy and black and white copies are now at .0167 cents per copy versus .01 cents per copy resulting in an additional savings of approximately \$600.00 per year.

I have met with the Sales representative from Next-Gen and she has offered the purchase of the Sharp BP 70C31 at a cost of \$9667.46 plus a service credit on our next bill of \$500.00.

I have spoken with their technician, who I have known for 27 years as he is still the Tech for the M.D. of Willow Creek. He assures me the very best machine for the money is the Sharp BP 70C31. It is extremely resilient and is in operation in many businesses, including several schools where the wear and tear is much greater than the Village Office.

This recommendation gives me the confidence this machine should last way beyond a five year lease arrangement and at the end of the day, the Village would OWN the machine and have a trade-in value to be put towards another in the future.

I am requesting the Village Council instruct Administration, by resolution, to purchase the Sharp BP 70C31 and budget for this acquisition in the 2023 budget year.

Respectfully submitted by

Cynthia Vizzutti, CLGM, CTAJ

Chief Administrative Officer

Dated February 7, 2023

