



STAFF REPORT

DATE: June 6, 2023
CONSENT

TO: City Council

FROM: John Taylor, Building Official

AGENDA ITEM: Purchase of a HP Designjet Plotter for the Building Department

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The Building Department is requesting council to approve the motion for the purchase of a HP DesignJet T2600 Plotter from Coordinated Business Systems. The old plotter has not been working properly for some time and was due to be replaced. This has been help up until the New City Center was constructed. This was budgeted for 2023.

ISSUE BEFORE COUNCIL:

Should the City Council approve the purchase of the HP DesignJet T2600 MFP Plotter, as recommended by staff, and as outlined in the 2023 Budget?

PROPOSAL DETAILS/ANALYSIS:

The City of Lake Elmo Building Department uses the plotter to print large plans and scan large documents into computer files for storage. The purchase price is \$11,418.00, up \$495.00 from the original quote. The Service Contract is still \$1,900.00 per year. Even with the increase this would be offset by the extra materials that were budgeted for not being needed as this would be late in the Fiscal year. Coordinated will hold the plotter until we need or install where old one is and move into the new building when approved for occupancy at no charge.

FISCAL IMPACT:

This has been budgeted for in the 2023 Fiscal Budget

OPTIONS:

- Approve the purchase of the HP DesignJet T2600 MFP and start the service contract
- Do not approve the purchase

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the purchase of the HP DesignJet T2600 MFP and Service Contract for \$13,318.00”

ATTACHMENTS:

- A. Coordinated Business System original quote for 2023.
- B. Coordinated Business System current quote for 2023.

HP DesignJet T2600 MFP

- Print Speed - 19.3 Seconds per "D" sized Print (180 D Prints per Hour)
- Scan Speed – 3 in/sec. (color, 200 dpi) 10 in/sec. (grayscale, 200 dpi)
- Single paper roll (up to 36" Width) (500' Length)
- Sheet Feed/ Roll Feed/ Input Tray/ Automatic Cutter
- Six Ink Cartridges
- Fast Ethernet (1000Base-T) Hi-Speed USB 2.0 Certified
- Standard Memory 128GB/ HDD 500GB
- Resolution Up to 2400 x 1200 optimized dpi
- 100 Page Integrated Stacker



Pricing Information

Machine as configured above:	<u>60 Month FMV Lease</u>	<u>Purchase Price</u>
Optional service contract:*	\$236.81/mo.	\$10,923.00
	\$1,900/year	
<i>NOTE: Service agreement does NOT include ink or print heads – only parts, travel time and labor*</i>		

What's Included

- 4 hour or less on-site response time guarantee
- Automatic meter reading system to assure usage is in line with contracted volumes
- UNLIMITED end user training for life of agreement
- UNLIMITED firmware upgrades to equipment for life of agreement
- 6 month account reviews to assure customer satisfaction
- Delivery, installation, training, and setup

July 14, 2022

HP DesignJet T2600 MFP

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- Single paper roll (up to 36" Width) (500' Length)
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- Standard Memory 128GB/ HDD 500GB
- Resolution Up to 2400 x 1200 optimized dpi
- 100 Page Integrated Stacker



Pricing Information

Machine as configured above:	<u>60 Month FMV Lease</u>	<u>Purchase Price</u>
Optional service contract:*	\$247.54/mo.	\$11,418.00
	\$1,900/year	
<i>NOTE: Service agreement does NOT include ink or print heads – only parts, travel time and labor*</i>		

What's Included

- 4 hour or less on-site response time guarantee
- Automatic meter reading system to assure usage is in line with contracted volumes
- UNLIMITED end user training for life of agreement
- UNLIMITED firmware upgrades to equipment for life of agreement
- 6 month account reviews to assure customer satisfaction
- Delivery, installation, training, and setup

April 13, 2023