

EXECUTIVE DOCUMENT SUMMARY

Department: Administration Contact Person: Deb Allen Telephone No.: 231-256-8100	Submittal Dates
	<input checked="" type="checkbox"/> Regular Session 01/17/2023
Source Selection Method	VENDOR: Netlink Business Solutions Address/ 6005 E. Traverse Hwy. Traverse City, MI 49684 Phone: 231-946-8808
<input type="checkbox"/> Quotation <input type="checkbox"/> Other: _____ Account Number (Funds to come from): 645-000000-970.010	

Budgeted Amount: \$ 4,500.00	Contracted Amount: \$3,690.00
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Document Description	
<input checked="" type="checkbox"/> Capital Purchase	<input type="checkbox"/> Other _____

Request to Waive Board Policy on Bid Requirements

The Building Safety Department is requesting this late addition request for the approval to purchase a used printer/copier/ scanner/fax machine, Sharp model MX-4051, from the County's primary copier vendor, Netlink Business Solutions (see attached).

This copier will replace the current eight-year-old model, utilized by office staff, which has not been working well for sometime, and has been diagnosed as terminal. We had intended to present this proposal to the Board in February; however, after two recent emergency repairs, the copier is not guaranteed to last much longer.

Per Administrator Deb Allen and Interim Finance Director Catherine Hartesvelt, this expense would come from the cost allocation duplicating machine fund.

Suggested Recommendation: I move that the County Board of Commissioners waive its bid policy and approve the purchase of a refurbished Sharp MX-4051 copier from Netlink Business Solutions, in an amount not to exceed \$3,690.00, with funds to come from account 645-000000-970.010.

Department Head Approval: Amber Weber Amber Weber
 2023.01.13 14:49:08
 -05'00' Date: 01/13/2023



6005 E. Traverse Highway
 Traverse City, MI 49684
 (231) 946 8808

**Leelanau County
 Building Safety - Inspections Office**

COLOR Multifunction Copier / Printer / Scanner / Fax (Used)

Model #	Features	Price
MX - 4051 Year: 2019 B&W Volume: 32,199 Color Volume: 37,988	40 Images per minute PPM	\$3,690
	Copier, Printer, Scanner, Fax	
	10.1" Enhanced touchscreen adjustable display	
	Auto Duplexing	
	Paper Capacity - 550 x 550 x 1050 x 1050 x 100 (Bypass tray)	
	Staple Finisher	
	Fax Kit	
	Print size up to 12" x 18" DATA SECURITY KIT	

Maintenance Agreement

Estimated Volume		Per page	Est. Per Year
18,000	Black and White	\$0.011	\$198
9,000	Est. Color (billed in arrears)	\$0.055	\$495

**Maintenance Agreement: Includes all toner, developer, drums, parts & Labor
 Everything but paper**

Maintnenace Agreement Savings of \$468 on the year



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MX - 4051

