



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2024-08-15
Subject: Purchase of a Folder/Inserter

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Purchase of a Folder/Inserter Machine; and

That West Elgin Council approves the purchase of Folder/Inserter machine FPi 2720 from Rival Office Solutions under a 60-month lease agreement at a cost of \$239.00 per month plus applicable taxes; and

That, West Elgin Council directs CAO/Treasurer to sign the lease agreement.

Purpose:

The purpose of this report is to seek council's authorization for the replacement of the Folder/ Inserter machine

Background:

Late last year, the Municipality received notification from INS that the folder and inserter machine we currently own could no longer be properly maintained, as the machine has been discontinued and spare parts are no longer available. This information was shared with the Council during budget deliberations, and \$10,000.00 was allocated for the purchase of new equipment.

After careful consideration, staff decided that replacing the machine through a lease agreement would be the best option for the Municipality. This approach allows us to spread the cost over five years rather than making a large upfront payment, while also providing the flexibility to upgrade as early as three years based on our changing needs.

Staff obtained quotes from three businesses, as listed in Table A below, and recommends that West Elgin Council approve the purchase of a Folder/Inserter machine for \$239.00 per month plus tax and sign an annual maintenance agreement starting in the second year at a cost of \$786.00 plus applicable taxes.

Table A – RFQ Summary

Folder Inserter Machine

Purchase/Lease Details			
Details	INS Information Network Systems	RIVAL Office Solutions	RICOH
Machine Description - Model No.	DS-64i Two Auto feeder with 325 feed capacity per feeder	FP FPi 2720 2 Auto feeders with 325 feed capacity per feeder	DS-64i 2 Auto feeders with 325 feed capacity per feeder
60-month lease	\$259.00	\$239.00	\$388.78
PAYMENT FREQUENCY	Monthly	Monthly	Monthly
Purchase Price	\$12,444.00	\$11,395.00	\$18,150.26
Annual Maintenance Agreement	\$985.00	\$786.00	\$1,897.50
Support Base	Waterloo	London or Chatham	London
Warranty	90 days on all parts and labour	1 year on site service	1 year on site service
Delivery and Setup	\$0.00	\$0.00	\$0.00

Financial Implications:

There are no financial implications as the purchase of the Folder/Inserter Machine was included in the approved 2024 Capital Budget.

Policies/Legislation:

Purchasing Policy and Procedure – AD 1.2

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Report Approval Details

Document Title:	Purchase of a Folder Inserter - 2024-24-Administration Finance.docx
Attachments:	<ul style="list-style-type: none">- Rival_FPi2700-Brochure.2.pdf- Lease Agreement.pdf
Final Approval Date:	Aug 9, 2024

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuc