



Division of Finance and Facilities
Management
MEMORANDUM

Purchasing Department
5700 Cass Avenue, suite
4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

To: Stephanie Fries, Relationship Mgr. – The Front Door Department
From: Robert Kuhn, Purchasing Ext 7 – 3712
Subject: R575404, Copier
Date:

Please find the attached Cost Comparison for a Copier, for the Front Door Department. We solicited recommendations/proposals from our primary copier vendors, per your Needs Analysis. As you can see, three (3) of our vendors either "no bid" or didn't respond at all. Ricoh provided the most competitive price for their Model C2051 Copier. This copier has a speed of 20 pages per minute. It has a capacity of 60,000 copies per year (which can accommodate your estimated 12,000 copies per year. It also has all of the functionality you require. The Price of this Copier is \$3,345.35, including maintenance and supplies. Therefore, I recommend you consider the Ricoh C2051 for your copier selection.

I have found that departments that view demo units are greatly satisfied with their eventual copier selection. If you would like to see a demo of this copier, please let me know and I will make arrangements with our vendor. If you would like to obtain this copier, simply forward a copy of this memo and a Banner Requisition. Please complete the bottom portion of this memo and return it to my attention at: 5700 Cass Avenue, Suite 4200 – Attn. Bob. If you would like to obtain one of the other copiers, simply provide a summary of your evaluation, for the auditors, detailed and specific to support our copier selection.

Please call me at 7 – 3712 or email me at: ac6243@wayne.edu if you have any questions.

After reviewing the price summary and product information, we feel that the _____ by _____ will best meet the needs of our department. Reference bid no: R575404

Signature: _____ Date: _____

Many thanks,

Robert Kuhn
Sr. Buyer

Please note: for security reasons, please work with your IT Department when removing your old copier from the Department or University. Your IT Department can take the necessary steps in removing all information from your copier's hard drive. This will ensure against information, which may be of a personal or confidential nature, leaking to unauthorized persons or organizations.

As a reminder, please take your final meter read and provide to the vendor of your “old equipment”, as they will need this information to wrap up your maintenance plan. Let them know that your “old copier” will no longer require maintenance coverage.

Copier Cost Comparison

Requisition: R575404
 Vendor: Canon
 Model: C2230

Requisition: R575404
 Vendor: Konica Minolta
 Model: no bid

Requisition: R575404
 Vendor: Ricoh
 Model: C2051

Requisition: R575404
 Vendor: Sehi
 Model: no response

Avg Life Expectancy:
 Mfrs Mo Vol Rating: 15K
 Optimum Range: 5K
 Copier Speed: 25
 First Copy Out Time: 5
purchase price: \$4,867.00
 No Lease Price: \$0.00
 Interest: 0.00
 Lease Period/Avg Life: 0

Avg Life Expectancy:
 Mfrs Mo Vol Rating:
 Optimum Range:
 Copier Speed:
 First Copy Out Time:
purchase price: \$0.00
 No Lease Price: \$0.00
 Interest: 0.00
 Lease Period/Avg Life: 0

Avg Life Expectancy:
 Mfrs Mo Vol Rating: 20K
 Optimum Range: 5K
 Copier Speed: 20
 First Copy Out Time: 7
purchase price: \$3,135.35
 No Lease Price: \$0.00
 Interest: 0.00
 Lease Period/Avg Life: 0

Avg Life Expectancy:
 Mfrs Mo Vol Rating:
 Optimum Range:
 Copier Speed:
 First Copy Out Time:
purchase price: \$0.00
 No Lease Price: \$0.00
 Interest: 0.00
 Lease Period/Avg Life: 0

Annual Lease: \$0.00

Annual Lease: \$0.00

Annual Lease: \$0.00

Annual Lease: \$0.00

Maintenance Plans: Cost Per Copy/Flat Fee
 BW Copies Est'd Annual Volume: 10000
 BW Cost per Copy: \$0.01590
 BW Flat Rate: \$0.00
 Annl BW: \$159.00

Maintenance Plans: Cost Per Copy/Flat Fee
 BW Copies Est'd Annual Volume: 0
 BW Cost per Copy: \$0.00000
 BW Flat Rate: \$0.00
 Annl BW: \$0.00

Maintenance Plans: Cost Per Copy/Flat Fee
 BW Copies Est'd Annual Volume: 10000
 BW Cost per Copy: \$0.00800
 BW Flat Rate: \$0.00
 Annl BW: \$80.00

Maintenance Plans: Cost Per Copy/Flat Fee
 BW Copies Est'd Annual Volume: 0
 BW Cost per Copy: \$0.00000
 BW Flat Rate: \$0.00
 Annl BW: \$0.00

Color Copies Est'd Annual Volume: 2000
 Color Cost per Copy: \$0.0850
 Color Flat Rate: \$0.00
 Annual Color: \$170.00
Annual Maintenance: \$329.00

Color Copies Est'd Annual Volume: 2000
 Color Cost per Copy: \$0.0000
 Color Flat Rate:
 Annual Color:
Annual Maintenance:

Color Copies Est'd Annual Volume: 2000
 Color Cost per Copy: \$0.0650
 Color Flat Rate: \$0.00
 Annual Color: \$130.00
Annual Maintenance: \$210.00

Color Copies Est'd Annual Volume: 2000
 Color Cost per Copy: \$0.0000
 Color Flat Rate:
 Annual Color:
Annual Maintenance:

Trade In: incl in price \$0.00
 EOL Buyout Amt: \$0.00
 Requires dedicated line w/Special Plug: NO
 Leasing Agent:

Trade In: incl in price \$0.00
 EOL Buyout Amt: \$0.00
 Requires dedicated line w/Special Plug:
 Leasing Agent:

Trade In: incl in price \$0.00
 EOL Buyout Amt: \$0.00
 Requires dedicated line w/Special Plug: NO
 Leasing Agent:

Trade In: incl in price \$0.00
 EOL Buyout Amt: \$0.00
 Requires dedicated line w/Special Plug:
 Leasing Agent:

Y1 Purchase: \$5,196.00
Cumulative Purchase: \$5,196.00

Y1 Purchase:
Cumulative Purchase:

Y1 Purchase: \$3,345.35
Cumulative Purchase: \$3,345.35

Y1 Purchase:
Cumulative Purchase:

Interest Rate for Lump Sum
 One Time Lease Pmt:
 Annl Lump Sum Lease Price:
 Cum Lump Sum:

Interest Rate for Lump Sum
 One Time Lease Pmt:
 Annl Lump Sum Lease Price:
 Cum Lump Sum:

Interest Rate for Lump Sum
 One Time Lease Pmt:
 Annl Lump Sum Lease Price:
 Cum Lump Sum:

Interest Rate for Lump Sum
 One Time Lease Pmt:
 Annl Lump Sum Lease Price:
 Cum Lump Sum:

Incomplete quote
 ISO 15408 LEVEL 3
 HARD DRIVE SCRUBBING SOFTWARE INCLUDED IN PRICE
 OTHER SECURITY INCL IN PRICE

ISO 15408 LEVEL 3
 HARD DRIVE SCRUBBING SOFTWARE INCLUDED IN PRICE
 OTHER SECURITY INCL IN PRICE

ISO 15408 LEVEL 3
 HARD DRIVE SCRUBBING SOFTWARE INCLUDED IN PRICE
 OTHER SECURITY INCL IN PRICE

ISO 15408 LEVEL 3
 HARD DRIVE SCRUBBING SOFTWARE INCLUDED IN PRICE
 OTHER SECURITY INCL IN PRICE

Includes: auto duplex, enlargement, auto doc feeder, access codes, interposer, copier base, elec sorting, finisher w/stapling, wifi enabled, hookup to network, digital features: scan to file, printing in pc and mac enviro, usb port, faxing, scan to smb and smp

Requisition: R575404

Vendor: Xerox

Model: no response

Avg Life Expectancy:

Mfrs Mo Vol Rating:

Optimum Range:

Copier Speed:

First Copy Out Time:

purchase price: \$0.00

Mo Lease Price: \$0.00

Interest: 0.00

Lease Period/Avg Life: 0

Annual Lease: \$0.00

Maintenance Plans: Cost Per Copy/Flat Fee

BW Copies Est'd Annual Volume: 0

BW Cost per Copy: \$0.00000

BW Flat Rate: \$0.00

Ann'l BW: \$0.00

Color Copies Est'd Annual Volume: \$0.0000

Color Flat Rate:

Annual Color:

Annual Maintenance:

Trade In: Incl in price

EOL Buyout Amt: \$0.00

Requires dedicated line

w/Special Plug:

Leasing Agent:

Yr1 Purchase:

Cumulative Purchase:

Interest Rate for Lump Sum

One Time Lease Pmt:

Ann'l Lump Sum Lease Price:

Cum Lump Sum:

ISO 15408 LEVEL 3

ENCRYPTION INCLUDED IN PRICE

HARD DRIVE SCRUBBING SOFTWARE INCLUDED IN PRICE

OTHER SECURITY INCL IN PRICE

