

TOWN OF WEST SENECA



**SHEILA M. MEEGAN**  
TOWN SUPERVISOR

**To:** Fellow Town Board Members

**From:** Sheila M. Meegan, Town Supervisor

**Date:** February 27, 2013

**Re:** Equipment Purchase – Copiers

Kindly authorize the Supervisor to sign and submit the attached Equipment Orders for the purchase of copy machines and equipment through WNY Imaging under NYS contract pricing for the following departments:

Highway Department	\$5,599.00
Town Courts	\$2,222.00
Police Department	\$5,434.00

Refer to attached supporting documents.

## Town of West Seneca – Copiers

- **Highway Department** will purchase a new copier at \$5,599.00 using the Highway Unreserved fund balance.
  - TA-3050ci will eliminate the need for excessive desktop printers and separate faxing machines which all require different toner cartridges, resulting in savings of about \$500.00 a month.
  - Two (2) fax lines – necessary for Dina to receive confidential faxes to her e-mail.
  - Color printing, coping, and scanning.
  - 175 sheet dual scan processor, extremely efficient for the amount of scanning necessary with the paperless voucher system.
  - 1,000 sheet finisher/stapler.
  
- **Justice Courts** will receive the copier that is currently located in the Highway Department. WNY Imaging will move and install this unit at no charge. Additional features will be added to this copier for \$2,222.00 from the General Fund Supplies line, using the savings that would be spent on toner and ink cartridges.
  - TA-5500i (from Highway) will eliminate the need for desktop printers which all require different toner cartridges, resulting in savings of about \$500.00 a month.
  - 175 sheet dual scan processor, extremely efficient for the amount of scanning necessary with the paperless voucher system.
  - Fax board, monochrome printing, copying, and color scanning.
  - 4,000 sheet finisher/stapler
  - 7 bin mailbox, designating each clerk to their own mail tray to print to.
  
- **Police Dispatch** will receive the copier that is currently located in the Justice Courts. Dispatch currently prints approximately 4,800 sheets a month and needs a higher volume unit while keeping the ability to fax. TASKalfa 300i from the Justice Court office will provide the volume capabilities and reduce the cost per print. WNY Imaging will move and install this unit at no charge.
  
- **Police Records** will receive the printer/fax machine that is currently located in the Police Dispatch office. Police Records needs the ability to fax and the FS-1128 from Dispatch will give them this capability. Police Records will also keep their current printer, TASKalfa 300i, to handle printing volumes. WNY Imaging will move and install this unit at no charge.
  
- **Detective Bureau** will purchase a new copier at \$5,434.00 using Trust and Agency T-71 Police Facility Expansion.
  - TA-3050ci will eliminate the need for excessive desktop printers and separate faxing machines which all require different toner cartridges, resulting in savings of about \$500.00 a month.
  - Fax line, color printing, coping, and scanning with 175 sheet dual scan processor.

# EQUIPMENT ORDER



Customer Name: Town of West Seneca - Highway Dept Telephone: 716.674.4850

Billing Address: 20001 Union Road West Seneca NY 14224  
 (Street) (City) (State) (Zip)

Installation Address: 39 South Ave West Seneca NY 14224  
 (Street) (City) (State) (Zip)

EQUIPMENT/SUPPLIES	QTY.	UNIT PRICE	TOTAL PRICE
TA-3050ci	1	\$4,040.00	\$4,040.00
Fax board	2	\$347.00	\$694.00
DSDP	1	\$865.00	\$865.00
1000 sheet finisher	1	\$0.00	\$0.00
Dual 1,500 sheet paper trays	1	\$0.00	\$0.00

**COMMENTS:**  
 NY Conracy Pricing PT62363

This agreement specifically incorporates all warranties described in the attached "Customer Guarantees" for both direct purchase and lease transaction utilizing WNY Imaging System's approved financial entities. Additionally this equipment order can be cancelled by wither party prior to delivery of the product.	Total	\$5,599.00
	Tax %	
	Total Price	\$5,599.00
	Delivery	
	Less: Deposit	
Balance Due	5,599.00	

## SERVICE AGREEMENT

- SUPPLY/SERVICE       MONTHLY       ANNUAL  
 MAINTENANCE ONLY       QUARTERLY       ALL FAX MACHINES MAINTENANCE ONLY

Prompt and efficient service covered by this Agreement includes all parts, labor, and black-toner with supply/service agreements. Additional terms and conditions on the reverse side hereof are incorporated in and made part of this agreement.

MODEL(S)	SERIAL NUMBERS	STARTING METER READING(S)	STARTING DATE(S)
TA-3050ci			

MODEL(S)	PRICE:	COPY ALLOWANCE INCLUDED:	PRICE PER COPY ABOVE ALLOWANCE
	<input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL	
TA-3050ci	\$70.00	B: 7000	0.01
		C: 0	0.069

The service agreement will not become effective until approved by WNYIS's Service Contract Administrator

## TRADE-IN/LEASE RETURN

\_\_\_\_\_  
 WNYIS's Service contract Administrator Signature / Date

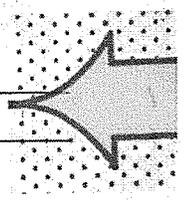
Customer understands and agrees that WNYIS will dispose of any trade-in or return leased equipment, associated with this purchase, as determined appropriate by WNYIS's Operations personnel. In the event the customer exercises any of the money-back or return options, the customer understands that their trade-in or leased equipment will not be returned.

Sales Rep Name Kara Rennie

Customer Signature \_\_\_\_\_

Order Date \_\_\_\_\_

Customer Name \_\_\_\_\_



# EQUIPMENT ORDER



Customer Name: Town of West Seneca - Town Courts Telephone: \_\_\_\_\_

Billing Address: 20001 Union Road West Seneca NY 14224  
(Street) (City) (State) (Zip)

Installation Address: 1250 Union Road West Seneca NY 14224  
(Street) (City) (State) (Zip)

EQUIPMENT/SUPPLIES	QTY.	UNIT PRICE	TOTAL PRICE
TA-5500i	1	\$0.00	\$0.00
Fax board	1	\$0.00	\$0.00
DSDP	1	\$0.00	\$0.00
Stand	1	\$182.00	\$182.00
4000 sheet finisher + Attachment kit	1	\$1,462.00	\$1,462.00
Mail Bin	1	\$578.00	\$578.00

**COMMENTS:**  
 NY Contracy Pricing PT62363

This agreement specifically incorporates all warranties described in the attached "Customer Guarantees" for both direct purchase and lease transaction utilizing WNY Imaging System's approved financial entities. Additionally this equipment order can be cancelled by wither party prior to delivery of the product.	Total	\$2,222.00
	Tax %	
	Total Price	\$2,222.00
	Delivery	
	Less: Deposit	
	Balance Due	\$2,222.00

## SERVICE AGREEMENT

- SUPPLY/SERVICE       MONTHLY       ANNUAL  
 MAINTENANCE ONLY       QUARTERLY       ALL FAX MACHINES MAINTENANCE ONLY

Prompt and efficient service covered by this Agreement includes all parts, labor, and black-toner with supply/service agreements. Additional terms and conditions on the reverse side hereof are incorporated in and made part of this agreement.

MODEL(S)	SERIAL NUMBERS	STARTING METER READING(S)	STARTING DATE(S)
TA-5500i	N3X1500246		

MODEL(S)	PRICE:	COPY ALLOWANCE INCLUDED:	PRICE PER COPY ABOVE ALLOWANCE
	<input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL	
TA-5500i	\$40.00	5,000	0.008

The service agreement will not become effective until approved by WNYIS's Service Contract Administrator

## TRADE-IN/LEASE RETURN

\_\_\_\_\_  
 WNYIS's Service contract Administrator Signature / Date

Customer understands and agrees that WNYIS will dispose of any trade-in or return leased equipment, associated with this purchase, as determined appropriate by WNYIS's Operations personnel. In the event the customer exercises any of the money-back or return options, the customer understands that their trade-in or leased equipment will not be returned.

Sales Rep Name Kara Rennie

Customer Signature \_\_\_\_\_

Order Date \_\_\_\_\_

Customer Name \_\_\_\_\_

