



## MEMORANDUM

**TO:** HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Bryan M. Sastokas

**SUBJECT:** Convenience Copier Replacement

**DATE:** August 4, 2014

City Administrator

Date

Approval /s/ Donna Hom

8/7/14

### INFORMATION

The purpose of this Information Memorandum is to provide information related to the Citywide Convenience Copier Replacement project.

On June 17, 2014, City Council passed a resolution authorizing a new contract with Toshiba for the replacement of convenience copiers throughout the City. As a result, the existing Sharp convenience copiers will be replaced with newer, more up-to-date copiers. Some of these capabilities include color scanning, faxing, printing to/from flash drive, emailing scanned documents to the desktop and black and white printing from the copier.

Training for the new copiers will occur within 1 day of delivery. On-line training is also available on the City's intranet at <http://oaknetnews/Employee-Resources/tips/index.htm>

#### Copier Replacement Schedule

The copiers will be replaced starting on August 2, 2014 and is estimated to be completed by September 5, 2014.

#### Copier Supplies

All servicing and maintenance are built into the contract. It is important to note that Departments will be directly responsible for the purchase of paper for the use of copiers. Most departments currently purchase paper for the copiers through "Give Something Back".

A Toshiba representative will be contacting each of the Key Contacts to arrange times for training as well as coordinate the copier replacement.

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The Information Technology Department looks forward to working with you to replace the convenience copiers.

Respectfully Submitted,  
/S/

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Bryan M. Sastokas  
Chief Information Office

For questions regarding the implementation, please contact Ray Pickett at 615-5469.