



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
AUGUST 16, 2018 at 3:30 p.m.

MEETING AGENDA

1. Roll Call: Frieden, Gallagher, Klipsch, Knobbe, and O'Boyle
Ex officio members: Frederiksen, Ploehn, Sharma, and Spiegel
2. Pledge of Allegiance
3. Approval of Minutes
4. Director's Report
5. Training Report
6. CAD Update
7. Radio Project Update
8. Priority Dispatch Update
9. Approval of Purchase of Four Multi-Faceted Machines
10. Next meeting date – September 20, 2018 at 3:30 p.m.
11. Adjourn

For previous meeting Minutes, please visit our website at www.secc911.com.



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, JULY 19, 2018, 3:30 P.M.

Board Members present: Bob Gallagher, Frank Klipsch, Tony Knobbe, and Marty O'Boyle.

Ex Officio members present: Linda Frederiksen, Decker Ploehn, Mahesh Sharma, and Corri Spiegel.

Staff present: Stacey Bollinger, Michelle Conklin, Todd Malone, Annie Nugent, Denise Pavlik, and Tracey Sanders.

Moved by Klipsch, seconded by O'Boyle approval of the Minutes of the June 28, 2018 SECC meeting. All ayes.

Moved by Gallagher the approval of a 2% merit increase for Director Denise Pavlik, seconded by Klipsch. All ayes

The next meeting is scheduled for Thursday, August 16, 2018, at 3:30 p.m.


Moved by Klipsch, seconded by O'Boyle adjournment of the meeting at 4:08 p.m. All ayes.

These minutes are subject to approval at the next regularly scheduled meeting.

Respectfully submitted by,

Annie Nugent
Administrative Assistant

Attested by,


Tony Knobbe
Chair

Item	Color	Mfg	Qty	Part Description	Sell	Ext Sell
1			4	Eurotech, Ergohuman all mesh high back chair with adjustable arms and headrest. Black MEsh W09-1	\$ 625.00	\$ 2,500.00
2		HON	3	Endorse Exec High-back Uph. Back Big and Tall Synchro Tilt Arm: Height and Width Adj CASTER: All Surface Grade 3 Fabric Silvertex COLOR: Carbon Base: Standard Plastic Black	\$ 593.56	\$ 1,780.68
3		HON	12	Endorse Work Mid-back Upholstered Back SynchroTilt w/Indpnd Bck Angle Arm: Height and Width Adj CASTER: Hard (Standard) Grade 3 Fabric Silvertex COLOR: Carbon Base: Standard Plastic Black	\$ 425.92	\$ 5,111.04
4			1	Installation of all seating.	\$ 150.00	\$ 150.00
				Grand Total		\$ 9,541.72

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

August 16, 2018

A RESOLUTION APPROVING THE PURCHASE OF COPIERS FROM THE OFFICE MACHINE CONSULTANTS PROPOSAL IN THE AMOUNT OF \$12,100 FOR EQUIPMENT AND \$5,437.08 FOR MAINTENANCE WITH THE ANNUAL MAINTENANCE OF \$5,437.08 AFTER THE FIRST YEAR

BE IT RESOLVED BY the Scott Emergency Communications Center Board as follows:

- Section 1. That the proposal for the purchase of copiers provided by office Machine Consultants is hereby approved.
- Section 2. That the amount to be paid for this proposal by SECC is not to exceed \$12,100 for equipment and \$5,437.08 for maintenance and will be paid via invoices as billed.
- Section 3. The annual maintenance of \$5,437.08 will be paid by SECC every year after the first year via invoices as billed on a monthly basis.
- Section 4. This resolution shall take effect immediately.

Copier Replacement Comparison

Current Costs: \$5,437.08 (453.09/month)

Office Machine Consultants:

Rental Option:

Rental Fee: \$5352.00
Maintenance Fee: \$3606.36
Total Annual Fee \$8,958.36

Purchase Option:

Machine Cost (one-time fee) \$12,100
Maintenance Fee: \$5,437.08
Total Fee 1st Year \$17,537.08
Total Annual Fee Thereafter \$5,437.08

RK Dixon:

Rental Option:

New/Demo
Rental Fee: \$6,229.80/5,836.68
Maintenance Fee: \$3,500.40/\$3,500.40
Total Annual Fee \$9,730.20/\$9,337.08

Purchase Option:

New/Demo
Machine Cost: \$22,552.14/\$21,129.00
Maintenance Fee: \$3,500.40/\$3,500.40
Total Fee 1st Year \$26,052.54/\$24,629.40
Total Fee Thereafter \$3,500.40/\$3,500.40



OFFICE MACHINE CONSULTANTS, INC.



Scott Emergency Communications Center

Saving lives, one call at a time.

1100 E. 46th St.
Davenport, Iowa 52807
563-484-3000
Friday, June 22, 2018

Proposed for Administration

1ea. Kyocera 2552ci	Street Price \$	8,980.00
Dual Scan Document Feeder		
Automatic Duplexing		
Unlimited Electronic Sorting		
2 X 500 Sheet Paper Trays		
100 Sheet Stackable "Smart" Bypass Tray		
Full Featured Fax		
25 Copies/Prints Per Minute		
Proximity card reader		
Hyland OnBase Connector		
Toshiba 2330c Trade In	\$	1,200.00
Kyocera Not For Profit Discount	\$	770.00
Scott Emergency Communications Center Investment	\$	7,010.00

Rental Option

60 Month Rental	Monthly Investment	\$	140.00
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Maintenance Agreement \$.007 Per B/W, \$.067 Per Color

Includes all service calls, parts, labor, toner, developer, drums, rollers and scrapers.
Excludes paper and staples only.

Cost Comparison

Current Toshiba 2330c

Monthly Rental		\$	0.00
Monthly Maintenance	(2,822 B/W and 2,158 Color)	\$	219.62

Proposed Kyocera 2552ci

Monthly Rental		\$	140.00
Monthly Maintenance	(2,822 B/W and 2,158 Color)	\$	164.34
Total Monthly		\$	304.34



OFFICE MACHINE CONSULTANTS, INC.



Scott Emergency Communications Center

Saving lives, one call at a time.

1100 E. 46th St.
Davenport, Iowa 52807
563-484-3000
Friday, June 22, 2018

Proposed for Dispatch, Dispatch 1 and Warrants

1ea. Kyocera 3212i	Street Price \$ 6,850.00
Dual Scan Document Feeder	
Automatic Duplexing	
Unlimited Electronic Sorting	
2 X 500 Sheet Paper Trays	
100 Sheet Stackable "Smart" Bypass Tray	
Full Featured Fax	
32 Copies/Prints Per Minute	
Proximity card reader	
Hyland OnBase Connector	
Toshiba Trade In	\$ 1,200.00
Kyocera Not For Profit Discount	\$ 560.00
Scott Emergency Communications Center Investment	\$ 5,090.00

Rental Option

60 Month Rental	Monthly Investment	\$ 102.00
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Maintenance Agreement \$.007 Per B/W

Includes all service calls, parts, labor, toner, developer, drums, rollers and scrapers.
Excludes paper and staples only.

Cost Comparison

Current Toshiba 255's

Monthly Rental		\$ 0.00
Monthly Maintenance	(19,456 Copies X \$.012 Per Print)	\$ 233.47

Proposed Kyocera 3212i

Monthly Rental (X 3)		\$ 306.00
Monthly Maintenance	(19,456 Copies X \$.007 Per Print)	<u>\$ 136.19</u>
Total Monthly		\$ 442.19



Menu

Option 1:

NEW:

COLOR

(1) Xerox Versalink C7030
 30 pages per minute color
 Scan speed 55 impressions per minute
 Copier/printer/scanner/fax

Booklet Finisher
 5 multi-tray options
 110 sheet Reverse Automatic document feeder up to 11 x 17
 100 sheet bypass
 Intuitive tablet like customizable interface
 Mobile and Cloud ready
 Benchmark security
 Account usage tracking

NEW:

MONO

(1) Xerox Altalink B7025
 25 pages per minute mono
 Scan speed 55 impressions per minute
 Copier/printer/scanner/fax

Account usage tracking
 3 multi-tray options
 110 sheet Reverse Automatic document feeder up to 11 x 17
 100 sheet bypass
 Intuitive tablet like customizable interface
 Mobile and Cloud ready
 Benchmark security

Option 2:

DEMO:

COLOR

(1) Xerox Workcenter 7645
 45 pages per minute color
 Scan speed 45 impressions per minute
 Copier/printer/scanner/fax

Print/scan/Finisher
 5 multi-tray options with 4,700 sheets
 300 sheet SINGLE PASS DUPLEX document feeder up to 11 x 17
 100 sheet bypass
 Intuitive tablet like customizable interface
 Mobile and Cloud ready
 Benchmark security
 Account usage tracking

DEMO:

MONO

(1) Xerox Workcenter 5955
 55 pages per minute mono
 Scan speed 105 impressions per minute
 Copier/printer/scanner/fax

Account usage tracking
 5 multi-tray options with 4,700 sheets
 200 sheet SINGLE PASS DUPLEX document feeder up to 11 x 17
 100 sheet bypass
 Intuitive tablet like customizable interface
 Mobile and Cloud ready
 Benchmark security

Option 2 - Demo Machines

Xerox Workcenter 7645	
Xerox Workcenter 5955	
Xerox Workcenter 5955	
Xerox Workcenter 5955	
60M Monthly Hardware Lease:	\$486.39
OR	
One-time Purchase	\$21,129.00
Monthly service:	\$291.70
Monthly BW volumes:	31,500
Monthly color volume:	3,500
BW average rate:	\$ 0.0070
Color average rate:	\$ 0.0500

OR

Option 1 - New Machines

Xerox Versalink C7030	
Xerox Altalink B7025	
Xerox Altalink B7025	
Xerox Altalink B7025	
60M Monthly Hardware Lease:	\$519.15
OR	
One-time Purchase	\$22,852.16
Monthly service:	\$291.70
Monthly BW volumes:	31,500
Monthly color volume:	3,500
BW average rate:	\$ 0.0070
Color average rate:	\$ 0.0500

Formal pricing includes all service, maintenance, parts, labor, and supplies. Also includes full delivery and installation services.



Proposal Date: July 11th, 2018
 Valid until: July 31st, 2018
 BY: Lori Hopper, Account Executive



To: SECC Board Members
From: Director Denise Pavlik, ENP
Date: August 9, 2018
Subject: Executive Summary – Purchase of Copiers from office Machine Consultants

Since SECC opened its doors, we have utilized the original copiers purchased for operational use in the dispatch center.

We have a total of 4 copiers; one large capacity color copier used by the administration and three smaller capacity black and white copiers used by warrants and dispatch. Currently, all four copiers are at end of life, two of our copiers already have had significant repairs and the other two have had numerous smaller repairs so the time has come to have all four replaced.

When SECC was formed, the copiers were purchased and a maintenance agreement was contracted by Office Machine Consultants for ongoing maintenance and repairs. However, as we need to replace these copiers I thought it best to obtain several options for purchase and/or lease from a couple of different vendors. I spoke with the two area vendors; Office Machine Consultants (our current vendor) and RK Dixon, to obtain current quotes for both options (purchase or rental) for all four copiers.

After analysis of the attached quotes, it is my recommendation we move forward with the purchase of the copiers from Office Machine Consultants and sign a monthly maintenance agreement to keep the copiers in good working condition.

The attached Resolution outlines the financial obligations needed in approving this proposal. It is my hope the Board will approve this resolution during the Board Meeting.