**From:** Town of Windham <windham.town@gmail.com>
**Sent:** Thursday, September 29, 2022 5:30 PM
**To:** George Dutton <georgedutton@gmail.com>; Michael Pelton <Michael.herbert.pelton@gmail.com>; Kord Scott <kordscott@vermontel.net>
**Cc:** Windham Town Treasurer <windham.towntreasurer@gmail.com>; Listers <windham.listers@gmail.com>; Windham Town Clerk <windham.town@gmail.com>
**Subject:** Canon Copier Upgrade

Dear Selectboard,

Attached is a quote for a new copy machine, a Canon ImageRunner Advance Dx C3835 System. The printer specifications are listed. It will copy and print in black & white as the default setting but can be changed to print colored copies. It will scan in color just as our current machine. Our current machine was purchased in February 2015. We do still have a need for a good Fax machine and our current one is no longer functioning reliably.

The cost of black and white copies would be billed at $0.0086, much lower than the $0.017034 we currently pay. The use of color copying should be judiciously applied and also monitored, that rate costing $0.0589 per copy.

Our Account Executive, Chad Illingworth, is giving us pricing based on that of the state government. The outright purchase price with the FAX option is $5,500. We own the current machine, but there is no demand for it and therefore no trade-in option.The machine could also be leased for $111.00 per month for 60 months (fixed rate for term of lease) if we would prefer to lease.(FMV = Fair Market Value)  That calculates out to $6,660 over 5 years.

The Service Contract is the same as our current contract which covers all parts, labor, travel, toner, drums and maintenance.

This is a much needed upgrade to the town office equipment which is used heavily by the Town Clerk, Town Treasurer and Listers.

I recommend that we go ahead with this recommendation either as a purchase or on a lease basis. Kathy Scott has expressed her need for a color printer and has asked me to send this to you for consideration at the next Selectboard meeting which is Monday, October 3.

Thank you for your kind consideration.

Ellen McDuffie

Windham Town Clerk