



MEMORANDUM
Office of
Jenine Windeshausen
Treasurer-Tax Collector
County of Placer

TO: The Honorable Board of Supervisors

FROM: Jenine Windeshausen, Treasurer-Tax Collector 

DATE: May 7, 2013

SUBJECT: Equipment Purchase

Action Requested:

1. Approve a budget revision to move \$29,230 from Professional Services to Equipment in the Treasurer-Tax Collector's budget.
2. Authorize the Purchasing Manager to execute any related documents and amend the Fiscal Year 2012-2013 Master Fixed Asset List to add one (1) Four-Station Heavy Duty Folder Inserter machine in the amount of \$29,230 at no additional net county cost.

Background:

The Treasurer-Tax Collector utilizes a four station heavy duty folder inserter in its day-to-day operation of the Office. The folder inserter is used for mail preparation of various types of bills, notices and other correspondence. The existing folder inserter was purchased in 2005 and has reached its useful life. Notification was received that the Manufacturer has discontinued the electronic boards for the model and cannot guarantee repair should a board fail. Given that the existing folder inserter has lasted almost eight years, a new machine analysis was done comparing the WSCA government contract purchase price to the WSCA government contract 60 month lease price. It was determined that a savings in excess of \$5,300 will be realized if a new machine is purchased rather than entering into the 60 month lease agreement.

Fiscal Impact:

Seeing as the Treasurer-Tax Collector's Office has identified budget savings to pay for the new machine, there will be no budget impact.

Attachments:

Budget Revision
Master Capital Asset List
International Mailing Equip. Inc. Quote

PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

- Auditor-Controller
- County Executive
- Board of Supervisors

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
22	BR	29,230.00	2

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT												
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	
											22	014				103500	10000	4451	AS			29,230.00
											22	015				103500	10000	2840				29,230.00
TOTAL										TOTAL												
										0.00												
										58,460.00												

REASON FOR REVISION: Technical budget revision increasing equipment & decrease Professional services.

Prepared by Eric Waidmann Ext 4145

Department Head J. Lindorff

Board of Supervisors _____

Date: 4/29/13

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

182

MASTER CAPITAL ASSET LIST

Appropriation 221034

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
Folder/Inserter	1	\$29,227.10

WSCA-NASPO Hasler Inserter Price Catalog

#	June 2012 #	Product Line	Part #	Description	List Price	Discount Level	WSCA Price	Point of Sale Maintenance	Annual SW Care	Brand
1982	2140	Inserters	PS100A1430ZZ	PS-100 BASE UNIT - unbranded	\$ 13,000	34.00%	\$ 8,580	\$ 1,560.00	n/a	Hasler
2038	2196	Inserters	PS1XA1420AA	OUTPUT CONVEYOR Std Capacity	\$ 3,461	34.00%	\$ 2,284	\$ 415.32	n/a	Hasler
2007	2165	Inserters	PS1XA1443ZZ	3 STATION TOWER FOLDER (3 plates folder, daily mail)	\$ 14,407	34.00%	\$ 9,509	\$ 1,728.84	n/a	Hasler
1985	2143	Inserters	PS1XA1450AA	INSERT FEEDER	\$ 8,302	34.00%	\$ 5,479	\$ 996.24	n/a	Hasler
2044	2202	Inserters	PS1XA7049A	TWO MODULE STAND (BASE +2)	\$ 2,024	34.00%	\$ 1,336	\$ -	n/a	Hasler
Totals							\$27,188	\$4,700.40		

487



HASLER

Now you've got a better choice.™

Hasler PS100 (4 Station Heavy Duty Folder Inserter) (WSCA) GOVERNMENT CONTRACT PRICING!!!

Commercial List: \$47,391.00

WSCA Purchase Price: \$27,188.00 + Tax @ 7.50% = \$29,227.10 Total

Maintenance: \$4,700.00 Annually (1st Year Included @ No Charge)

****Trade in Credit**:** \$900.00 for Current Inserter Applied to 2nd Year of Maintenance by International Mailing Equipment
2nd Year Maintenance will now be \$3,800.00
\$4,700.00 Thereafter Annually

WSCA Lease Options:

Billed Quarterly / Maintenance Included / 1st Year Included @ No Charge
\$1.00 Buy Out Option at end of lease term.

60 Month: \$561.62 per mo. 1 thru 12 / \$953.29 per mo. 13 thru 60
48 Month: \$667.94 per mo. 1 thru 12 / \$1,059.61 per mo. 13 thru 48
36 Month: \$845.15 per mo. 1 thru 12 / \$1,236.82 per mo. 13 thru 36

- Sales Tax Already Included @ 7.50%
- Installation and Training Included
- 1st Year of Maintenance is Included at No Extra Charge for Purchase or Lease

Pricing good only through June 30, 2013

Thank you very much for this opportunity to provide you with the highest quality equipment available in today's market place. Please call me if you have any questions on this quotation.

Sincerely,

Dave Curran
Document Handling Specialist
Tel: (916) 448-1000 x 224
Cell: (916) 825-8069
dcurran@postagemeter.com

International Mailing Equipment, Inc
336 N. 12th Street
Sacramento, Ca 95811
Small Business # 6475
Tax ID # 68-0402409



485

