



# Committee Report

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## Report PDR-PCD-14-14

**To:** Chair Wright and Members of the Planning and Community Development Committee  
**From:** Randy Scherzer, Director of Planning  
**Meeting Date:** April 15, 2014  
**Subject:** **Plotter and Scanner Replacement**  
**Status:** **Recommendation Adopted as Presented per PCD49-14; Endorsed by Council per CC59-14 May 6, 2014**

### Recommendation(s)

**WHEREAS the current large format scanner and plotter were purchased separately back in 2007 and 2010 respectively;**

**AND WHEREAS the current scanner will no longer be able to operate under the future operating system;**

**AND WHEREAS the current plotter requires a new network card that will cost approximately half of the original plotter cost and according to technical support other parts will likely fail now that the main network card has failed;**

**AND WHEREAS it is recommended that the scanner and plotter be replaced with a Multi-Function Plotter (MFP) combination unit in order to reduce the amount of space currently being utilized by the scanner and plotter and will be more efficient than the current units;**

**AND WHEREAS after extensive research from the County Information Technology Department it has been determined that Hewlett Packard (HP) is the only company that makes true MFP ink based products;**

**AND WHEREAS the funds to replace the scanner and plotter were not included in the 2014 Operating Budget due to the unexpected need to replace these units in 2014;**

**NOW THEREFORE BE IT RESOLVED THAT Report PDR-PCD-14-14 be received;**

**AND THAT staff be directed to purchase an MFP which will be quoted to Hewlett Packard dealers in accordance with the County's Purchasing Policy to an upset limit of \$20,000;**

**AND THAT the funds to purchase the MFP be taken from the Plotter Replacement Reserve in the amount of \$2,000, with the remaining amount to be funded from any surplus realized in the 2014 Planning Department's operating budget, and if insufficient funds exist, that any shortfall in funding be funded from the One Time Funding Reserve.**

## Background

In February 2014, the main network card on the existing large format plotter failed. The Information Technology (IT) Department has implemented a temporary repair in order for staff to continue to use the plotter until it can be replaced. The cost to replace the main network card is approximately half the cost (\$3,000) of the price of the original plotter which was approximately \$6,000. According to technical support, once the main network card fails typically other parts of the plotter fail. The plotter was purchased in 2010 and the warranty period for the plotter has expired.

In 2007, the large format scanner was purchased for approximately \$16,500. According to the IT Department, the scanner will no longer be supported once the windows operating system is upgraded. Currently there is a computer that is connected to the scanner and therefore there are annual IT computer maintenance costs.

The plotter and the scanner are currently set-up as separate units. Both of these units take up a considerable amount of space. The scanner was on a stand above the plotter but staff were having issues feeding in the paper to produce a scanned image due the height of the scanner above the plotter.

Given the above reasons, staff is recommending that the current plotter and scanner be replaced with a Multi-Function Plotter (MFP) ink based product through a tender process. An MFP combines the scanner and plotter into a single unit. The MFP would not require a computer to be attached to it which will eliminate the annual computer maintenance costs required for the current scanner.

The IT Department has done extensive research on MFP's and the research has determined that Hewlett Packard (HP) is the only company that manufactures true MFP ink based products that will meet the needs of the County. Based on the research, it is recommended that the County single source the replacement to HP, in accordance with the County's Purchasing Policy, by providing request for quotation documents to HP dealers only.

## Financial / Staffing / Legal / Information Technology Considerations

The estimated cost for an HP MFP is estimated to be less than \$20,000 including a 5 year warranty and service plan. Funds were not included in the 2014 Operating Budget due to the unexpected need to replace the plotter and scanner in 2014. The plotter and scanner are essential for the daily operations of the Transportation Services Department, the Planning Department, as well as GIS staff. There is approximately \$2,000 in the Plotter Replacement Reserve which can be utilized to pay for a portion of the MFP. The remaining funds would come from any surplus realized in the 2014 Planning Department's operating budget, and if insufficient funds exist, that any shortfall in funding be funded from the One Time Funding Reserve.

## Link to Strategic Goals / Priorities

Not applicable.

Respectfully submitted by,

Randy Scherzer  
Director of Planning