

# MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 2, 2014 - 6:30 PM

ADMINISTRATION BUILDING - CONFERENCE ROOM 4  
304 E. Grand River Avenue, Howell, MI 48843

## TECHNOLOGY COMMITTEE

**COMM. STEVE WILLIAMS**

**BELINDA PETERS**

**RICH MALEWICZ**

OTHERS: GREG JOLLIFF

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **6:30 PM**.
2. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**

**MOVED BY: PETERS / SECONDED BY: MALEWICZ**

**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED MARCH 31, 2014:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**

**MOVED BY: MALEWICZ / SECONDED BY: PETERS**

**ALL IN FAVOR - MOTION PASSED**

4. **CALL TO THE PUBLIC:** None.

5. **DISCUSSION**

➤ **Managed Print Services Project**

Third party vendors maintain printers and supplies ink cartridges, Just-In-Time (ink, toner, maintenance)

- Reduces cost-projected annual savings \$48,000.00
- Provides preventative maintenance
- Provides utilization reports
- Goal is to reduce number of printers and pages printed
- Reference Image One attachment

Next steps:

- Monitoring to determine usage for a more accurate savings
  - Invite Image One to make presentation to Finance Meeting October 15<sup>th</sup>.
  - No forced consolidation or elimination of printers
- **Storage Area Network (SAN) Project**
- Approximate cost: \$450,000.00, awaiting quotes
  - GSA Pricing: November/December – authorization, Implementation – January 2015
- **Cisco Switch Refresh Project**
- Projected cost: \$450,000.00
  - Implementation 2016 – working with Gartner on SAN project and CISCO Switch Refresh Project.
  - Maintenance contract for 2015 - \$50,000.00
- **Physical Security for East Complex and Admin Update**
- Implementation 9-8 / Facilities will be next

**6. ADJOURNMENT:**

**MOTION TO ADJOURN AT 7:25 PM.  
MOVED BY: PETERS / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**BELINDA PETERS**  
RECORDING SECRETARY

Department	Make	Model	Serial #	Mono Volume	Color Volume	Current State				Future State			
						Mono CPP	Color CPP	Mono Cost	Color Cost	Mono CPP	Color CPP	Mono Cost	Color Cost
Public Health	HP	M1536dnf MFP	CNF8F8J80M	250	-	\$ 0.0381	\$ -	\$ 9.53	\$ -	0.0143		\$ 3.58	
Public Health	HP	1320	CNHC63X1QW	250	-	\$ 0.0376	\$ -	\$ 9.40	\$ -	0.0143		\$ 3.58	
Public Health	HP	4100n	USBGC12921	1,000	-	\$ 0.0200	\$ -	\$ 20.00	\$ -	0.0143		\$ 14.30	
Public Health	HP	2100	USGZ079478	66	-	\$ 0.0258	\$ -	\$ 1.70	\$ -	0.0143		\$ 0.94	
Public Health	HP	M601dn	CNCCG1827H	1,781	-	\$ 0.0188	\$ -	\$ 33.48	\$ -	0.0143		\$ 25.47	
Public Health	HP	P3015n	VNB3R79619	302	-	\$ 0.0247	\$ -	\$ 7.46	\$ -	0.0143		\$ 4.32	
								\$ 81.57				\$ 52.18	

Friends of the Court	HP	4100n	USGNF02145	6,667	-	\$ 0.0200	\$ -	\$ 133.34	\$ -	0.0143		\$ 95.34	
Friends of the Court	HP	2420	CNGKB12105	500	-	\$ 0.0235	\$ -	\$ 11.75	\$ -	0.0143		\$ 7.15	
Friends of the Court	HP	2420	CNGKB12099	500	-	\$ 0.0235	\$ -	\$ 11.75	\$ -	0.0143		\$ 7.15	
Friends of the Court	HP	2200dt	FCNCRG70287	500	-	\$ 0.0258	\$ -	\$ 12.90	\$ -	0.0143		\$ 7.15	
Friends of the Court	HP	P3015	JPBDS15504	500	-	\$ 0.0247	\$ -	\$ 12.35	\$ -	0.0143		\$ 7.15	
Friends of the Court	HP	5200N	CNDXB15122	432	-	\$ 0.0173	\$ -	\$ 7.47	\$ -	0.0143		\$ 6.18	
Friends of the Court	HP	CP4025N	JPBCC9N130	283	1,431	\$ 0.0232	\$ 0.1041	\$ 6.57	\$ 148.97	0.0143	0.0927	\$ 4.05	\$ 132.65
								\$ 196.13	\$ 148.97			\$ 134.16	\$ 132.65

Prosecutors	HP	4250N	CNRXG75131	5,680	-	\$ 0.0184	\$ -	\$ 104.51	\$ -	0.0143		\$ 81.22	
Prosecutors	HP	4200N	CNBX317283	4,157	-	\$ 0.0160	\$ -	\$ 66.51	\$ -	0.0143		\$ 59.45	
Prosecutors	HP	4250N	CNRXR20980	2,173	-	\$ 0.0184	\$ -	\$ 39.98	\$ -	0.0143		\$ 31.07	
Prosecutors	HP	4050N	USQB047182	523	-	\$ 0.0299	\$ -	\$ 15.64	\$ -	0.0143		\$ 7.48	
								\$ 226.64				\$ 179.22	

	Current State	Future State	Monthly Save	Annual Save
Public Health	\$ 81.57	\$ 52.18	\$ 29.39	\$ 352.67
Friends of the Court	\$ 345.10	\$ 266.82	\$ 78.28	\$ 939.36
Prosecutors	\$ 226.64	\$ 179.22	\$ 47.42	\$ 569.08
			\$ 155.09	\$ 1,861.11

	<b>Cost per page Mono</b>	<b>Cost per page Color</b>	<b>Monthly rate for Local Mono</b> \$25 for laser \$35 for inkjet	<b>Monthly rate for Local Color</b> \$45 for laser \$55 for inkjet
Xerox	\$0.0150	\$0.1300		
Governor	NA	NA	NA	NA
Image One	\$0.0143	\$0.0927	\$20.00	\$40.00



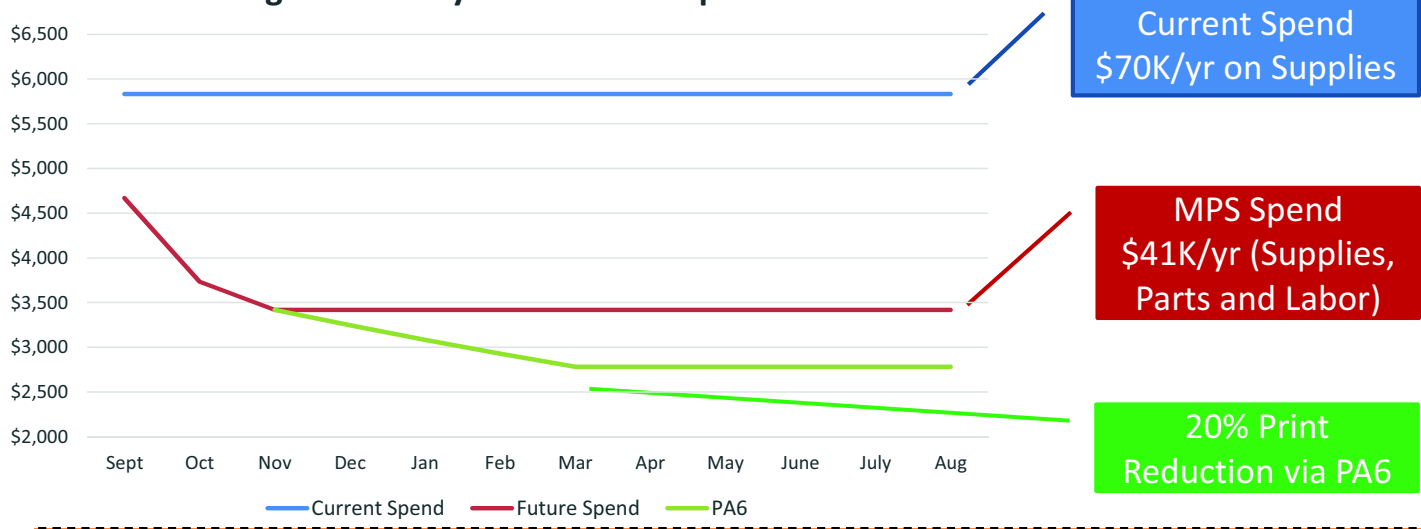
# Livingston County

## MPS Proposal

June 11, 2014



### Livingston County MPS Cost Comparison



- Does not include additional **\$15K-\$20K** annual Admin/IT cost savings based on 6hrs/week of IT time and 720 individual admin transactions per year
- Faster response time with initial Q1 savings of **40%** and annually over **50% (\$35K minimums)**
- Local and InkJet support available as needed
- Continuous optimization and cost improvement



<b>Livingston County</b>					
	Monthly Network	Monthly Local	Annual	Minimums	Min Billing
<b>Total</b>	90,039	42,498	1,590,444	1,392,000	\$ 34,958.40
<b>Mono</b>	77,696	36,098	1,365,528	1,200,000	\$ 17,160.00
<b>Color</b>	12,343	6,400	224,916	192,000	\$ 17,798.40

<b>Current Environment</b>	
	Annual Cost
Supplies	\$ 70,000.00
Tech Support (6hr/wk)	\$ 5,616.00
Inventory	\$ 2,500.00
Admin *	\$ 11,100.00
<b>Total</b>	<b>\$ 89,216.00</b>

<b>Image One Solution</b>		
Mono Rate	Color Rate	InkJet Devices
\$ 0.0143	\$ 0.0927	
	\$ 40.0000	2
\$ 19,527.05	\$ 20,849.71	\$ 960.00
<b>Annual Total</b>	<b>\$ 40,376.76</b>	<b>\$ 41,336.76</b>

\* Formula based on 240 Cartridge orders per year (720 transactions). Purchase Order/Receiving/Invoicing estimated at 1 hour. \$20.00 an hour

\* Additional rate for service calls based on 50 service calls per year

<b>Soft Cost Inputs:</b>	
Mono Orders Per Year:	120
Colour Orders Per Year:	60
Total Transactions Per Year:	720
Service Calls Per Year	20
Parts/Call	75
Admin Hourly Rate	\$ 15.00
Technician Hours/Week	6
Technician Rate/Hr	\$ 18.00

<b>Summary</b>	
Current Supply Spend	\$ 70,000.00
imageOne Annual Spend	\$ 41,336.76
<b>Price Per Page Savings</b>	<b>\$ 28,663.24</b>
<b>Additional Savings</b>	
Ancillary Print Costs	\$ 19,216.00
Total Print Spend	\$ 89,216.00
imageOne Annual Spend	\$ 41,336.76
<b>Total Annual Savings</b>	<b>\$ 47,879.24</b>

## Contract Updates

- Effective Minimums:
  - Up front Monthly Billing
  - Quarterly True-Ups
  - Overage or Credits applied quarterly
- 4 hour Service Response
- 62 Local Laser Devices
- Approximately 30 Inkjet devices



A progressive approach to managed print.



**{ Thank You! }**