

AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only

( X ) Action

FROM (DEPT/ DIVISION): District Attorney's Office

SUBJECT: Copy Machine Replacements

LOCATION: Pendleton and Hermiston District Attorney's Office

<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• Our current Canon copiers (model C7260) launched in 2013. The two units, one in the Pendleton DA's office and one in the Hermiston DA's office, were purchased in December 2016, which was 9 years ago. The recommended replacement for a large, high-volume multifunctional copier ranges from 2 to 7 years. A standard service contract is 3 to 5 years.</li> <li>• We have been experiencing an increase in downtime and service calls. Obtaining hardware for the units is becoming increasingly difficult due to the machines' age.</li> <li>• Replacing the machines with new, up-to-date equipment will be cost-effective, resulting in fewer repairs, lower prices per copy, increased productivity, and better-quality prints.</li> <li>• We obtained quotes from three Canon dealers: Canon Solutions America, Inc., Copiers Northwest, and Pacific Office Automation.</li> <li>• Chief Financial Officer Robert Pahl is in agreement with the purchase. The purchase price is \$9,424.80 each, totaling \$18,849.60, to be paid out of line 90770-565022.</li> </ul>	<p><b>Requested Action:</b></p> <p>We respectfully request approval to proceed with the purchase of two Canon ImageRunner Advance C7260 multifunction copiers from Pacific Office Automation, totaling \$18,849.60.</p>
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ATTACHMENTS: Bid Comparison/Bids

Date: 12/15/2025

Submitted By: Kathleen Davidson

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

Checkoffs:

( ) Dept. Heard (copy)  
 ( ) Human Resources (copy)  
 Jenkins (  
 ( ) Legal (copy)  
 ( ) (Other - List:)

To be notified of Meeting:  
 DA Daniel Primus, CDDA Jaclyn  
 ) Fiscal  
 Needed at Meeting: Chief DDA Jenkins

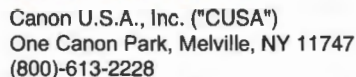
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Scheduled for meeting on: December 17, 2025

Action taken:

Follow-up:

Purchase Information											
Item:	Copy Machine Purchase C7165										
Placement Location:	Pendleton and Hermiston District Attorney's Office										
Description:	Replace two 2013 - Multifunctional Copy Machine Units (copy/print/scan), purchased in 2016										
Vendor Information						ULK06685	ULK06308		ULK06685	ULK06308	
Details	Bid 1	Bid 2	Bid 3	Current Unit	2025	BW-Pend	BW-Herm	BW Totals	Color-Pend	Color-Herm	Color Totals
Company Name	Canon Solutions America, Inc	Copiers Northwest	Pacific Office Automation	Canon	Jan	13283	8854	22137	1385	558	1943
Contact Person	Brian Kaner	Jordan Lloyd	James Freeman	Brian Kaner	Feb	3619	17239	20858	2160	2937	5097
Phone Number	509.591.1108	509.440.1759	509.378.2333	509.591.1108	March	15108	9858	24966	3898	924	4822
Email Address	bkaner@cusa.canon.com	jllloyd@copiersnw.com	james.freeman@pacificoffice.com	bkaner@cusa.canon.com	April	16411	9362	25773	1782	571	2353
Brand of Machine	Canon	Canon	Canon	Canon	May	16435	8132	24567	1009	2671	3680
Model #	C7165	C7165	C7165	C7260	June	18887	8290	27177	1423	1057	2480
Received Bid	10.29.25	11.17.25	12.12.25	12.2.16	July	16007	7613	23620	980	751	1731
Total for Two Copy Machines	\$25,327	\$20,521.82	\$18,849.60	\$16,492.00	Aug	17952	6607	24559	699	2613	3312
Cost Black and White Copy	0.007	0.01	0.0049	0.0072	Sept	21195	8812	30007	1243	3969	5212
Cost Color Copy	0.06	0.06	0.039	0.0472	Oct	17582	6666	24248	1414	2644	4058
Pages Per Minute	65	65	65	60	Nov	15819	8759	24578	1055	1349	2404
Service Agreement	63 mo UNIV OF CA	5-year NASPO	5-year NASPO	5-year	Dec						
COST of BW Copies 5 YEAR Period					Totals	172,298.00	100,192.00	272,490.00	17,048.00	20,044.00	37,092.00
Billable BW Copies 24,771.81 monthly average x 60 months/5yr = 1,486,308.6	1,486,308.6 x .007 = \$10,404.16 (BW Billable Copies 5-Years)	1,486,308.6 x .01 = \$14,863.08 (BW Billable Copies 5-Years)	1,486,308.6 x .0049 = \$7,282.91 (BW Billable Copies 5-Years)	1,486,308.6 x .0072 = \$10,701.42 (BW Billable Copies 5-Years)	Divided by 11 for the monthly average	BW: 272,490/11mo = Monthly Average		24,771.81	COLOR: 37,092/11mo = Monthly Average		3,372.00
Evaluation											
Lowest Bid	Bid 3										
Preferred Bid	Bid 3										
Reason for Selection	Cost Savings: Machine and Prints Per Copy (BW & Color)										



## Page 1 of 1

**Customer:** UMATILLA COUNTY COURTHOUSE

**Agreement #:** MA16962

Transaction #: S21522446

**Salesperson:** Brian Kaner

**Order Date:** 10/29/25

One Church Park, Milwille, NJ 07147 (800)-613-2228		Transaction Agreement		Transaction Agreement		
<b>Billing Information</b>		Customer Account: 1847351		<b>Transaction Description</b>		
<b>Company:</b> UMATILLA COUNTY COURTHOUSE <b>DBA:</b> <b>Address:</b> <b>Address 2:</b> <b>City:</b> <b>State:</b> <b>Zip:</b> <b>County:</b> <b>Contact:</b> <b>Phone #:</b> <b>Email:</b>		Purchase (see information below)		Maintenance elected for all Equipment		
		<b>Amounts Due</b> (*Plus Applicable Taxes)		<b>Payment Terms</b>		Maint Base charge invoiced Monthly by CUSA
				Net 30		Excess Per Image Charge invoiced Monthly by CUSA
		<b>Subtotal</b>	\$25,327.00			Per Unit Coverage Plan
		<b>Delivery/Install</b>				Fixed Price Plan
		<b>Sales Tax</b>	TBD at invoicing	<b>Total Extended Maintenance Base Charge</b>		OC: UNIV OF CA AGREEMENT 2020002755
		<b>Total</b>	\$25,327.00			
		<b>Deposit</b>		\$0.00		
<b>Balance Due</b>						
				<b>Equipment Maintenance Information</b>		

Rider A applies (Maintenance for Office Equip/Cut Sheet Production)	<b>Maint Base Charge Section A</b>	<b>Maint Initial Term</b>	<b>Covered Images Included in Maint Base Charge</b>	<b>Excess Per Image Maint Charge(s)</b>
	\$0.00	63	B&W: 00 Color: 00	B&W: \$0.00700 Color: \$0.06000

Item Code	Listed Items Description	Qty	Unit Price	Total	Ship To & Maintenance Billing Information			
6382C002	IMAGEFORCE C7165 [Model: IFC7165]	2	Included	Included	Shipping: 216 SE 4TH ST DISTRICT ATTY		Delivery Date:	
6597C002	HIGH CAPACITY CASSETTE FEEDING UNIT	2	Included	Included	Address 2:			
6598C002	STAPLE FINISHER-AB3	2	Included	Included	City: PENDLETON		County: UMATILLA	State: OR Zip: 97801-2692
6603C002	BUFFER PASS UNIT-R1	2	Included	Included	Primary Customer Contact:			
0126C001	2/3 HOLE PUNCHER UNIT-A1	2	Included	Included	Phone #:		Email:	
3998C007	SUPER G3 FAX BOARD AX2	2	Included	Included	Meter Contact:			
4563V580	IMAGEFORCE C7165 INSTALL PAK	2	Included	Included	Phone #:		Email:	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	2	Included	Included	IT Contact:			
IntSupplies	Pre-Installed Supplies Installed in Machine	2	Included	Included	Phone #:		Email:	
					Billing:			
					Address 2:			
					City:		County:	State: Zip:
					Billing Contact:			
					Phone #:		Email:	
					Elevator: No	Loading Dock: No	# of Steps: 0	Hrs of Operation: 9-5

## Other Invoicing Requirements

**Equipment Billing Entity:** Canon U.S.A., Inc.

Consumables: Toner Only (excludes clear)

Auto-Toner Fulfillment\*\*

**Meter Method:** Remote Reporting Agent

## Corporate Advantage

**FOR CUSA USE ONLY:**

Config: A | 57547207

THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE AND APPLICABLE RIDERS ("AGREEMENT"). BY YOUR SIGNATURE BELOW, CUSTOMER AGREES TO PURCHASE OR LEASE THE LISTED ITEMS, AND/OR MAINTENANCE SERVICES AND SUPPORT, AS SPECIFIED, SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. YOU REPRESENT THAT YOU ARE AUTHORIZED TO EXECUTE THIS SCHEDULE ON CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT [MK1.USA.CANON.COM/CUSTOMERDOCUMENTS](http://MK1.USA.CANON.COM/CUSTOMERDOCUMENTS), AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

Customer Authorized Signature:

Printed Name:

**Title:**

Date:





**PACIFIC OFFICE AUTOMATION**  
— PROBLEM SOLVED —

## **Umatilla County DA's Office**

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### **\*State of OR NASPO Contract #9489**

#### **Proposed Solution:**

- Canon ImageFORCE C7165 (65ppm b/w and color)
- Purchase price: \$9,424.80 each (2-unit total = \$18,849.60)

#### **Machine Configuration:**

- Canon ImageFORCE C7165
- High capacity cassette feed unit – F1
- Staple finisher – AB3
- 2/3 hole punch unit – A1
- Fax board



#### **Service Pricing:**

- B/W images billed at .0049 per page. Color images billed at .039 per page. Includes all parts, labor, toner, staples and supplies (except paper).

**\*Delivery, connected install and training included.**