

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): Fair

SUBJECT: Copy Machine Purchase

Background: New copy machine needed as the current one is not working at its best; printing interrupted and not solid prints.

Requested Action: Purchase of New Copier from Copiers Northwest. Model Canon iR C3930i, in the amount of \$6,072.00 per quote.

ATTACHMENTS : Three bid sheet, purchase comparison sheet, and quotes.

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

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: February 18, 2026

Action taken:

Follow-up:

Three-Bid Comparison Form for Purchase

Purchase Information

Item: Copy Machine

Location: Fair Office

Description: Canon Copy Machine

Deadline for Purchase: 02/28/26

Bid Submission Deadline: 01/25/26

Vendor Information

Details	Bidder 1	Bidder 2	Bidder 3
Company Name	Cannon Solutions America	Copiers Northwest	Pacific Office Auto
Contact Person	Brian Kaner	Jordan Lloyd	James Freeman
Phone Number	509.591.1108	509.440.1759	509.378.2333
Email Address	bkaner@cusa.canon.com	jlloyd@copiersnw.com	james.freeman@pacifioffice.com

Bid Details

Criteria	Bidder 1	Bidder 2	Bidder 3
Total Bid Amount	\$6,099.00	\$6,072.00	\$7,409.92
Labor Costs	N/A	N/A	N/A
Material Costs	B/W \$0.0085	B/W \$0.0079	B/W \$0.006
	Color \$0.0607	Color \$0.0590	Color \$.0.55
Equipment Costs	N/A	N/A	N/A
Timeline (Start-End)	Within 1 month	Within 1 month	Within 1 month
Payment Schedule	Net 30	Net 30	Net 30
Warranty/Guarantees	Non listed	Non listed	Non listed
Insurance Coverage	N/A	N/A	N/A
Additional Notes			

Evaluation

Lowest Bidder: Bidder #3

Preferred Bidder: Bidder #2

Reason for Selection: Bidder #2 is a greater overall cost savings, established relationship with the County, with 5yr locked in

Signature

Name: Beth Wheeler
Title: Fair Coordinator
Date: 2-4-26

Purchase Information						
Item:	Copy Machine Purchase					
Placement Location:	Umatilla County Fair					
Description:						
Vendor Information						
Details	Bid 1	Bid 2	Bid 3	2025	BW	Color
Company Name	Canon Solutions America, Inc	Copiers Northwest	Pacific Office Automation	Jan	508	169
Contact Person	Brian Kaner	Jordan Lloyd	James Freeman	Feb	508	169
Phone Number	509.591.1108	509.440.1759	509.378.2333	March	508	169
Email Address	bkaner@cusa.canon.com	jllloyd@copiersnw.com	james.freeman@pacificoffice.com	April	508	169
Brand of Machine	Canon	Canon	Canon	May	508	169
Model #	iR DX C3930i	iR C3930i	Dx C39030i	June	508	169
Received Bid	\$6,099.00	\$6,072.00	\$7,409.92	July	944	2,205
Cost Black and White Copy	\$0.0085	\$0.0079	\$0.006	Aug	944	2,205
Cost Color Copy	\$0.0607	\$0.0590	\$0.055	Sept	508	169
Pages Per Minute	30	30	30	Oct	508	169
Service Agreement	63 mo UNIV OF CA	5-year NASPO	5-year NASPO	Nov	508	169
COST of BW Copies 5 YEAR Period						
Billable BW Copies 5yr = 34840	\$296.14	\$275.24	\$216.01	Totals	6,968.00	6,100.00
Billable Color Copies 5yr = 30500	\$1,851.35	\$1,799.50	\$1,677.50	Appx 5 Yr Totals	34840	30500
Total bid price	\$8,246.49	\$8,146.74	\$9,303.43			
Evaluation						
Lowest Bid	Bid 2					
Preferred Bid	Bid 2					
Reason for Selection	Cost Savings: Greater overall cost savings					



Canon U.S.A., Inc. ("CUSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Purchase and Maintenance Schedule (SER-500)
Sales Schedule ("Schedule")

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Salesperson: Brian Kaner
Order Date: 01/20/26

Billing Information Customer Account
Company: [REDACTED]
DBA: [REDACTED]
Address: [REDACTED]
Address 2: [REDACTED]
City: UMATILLA
State: OR Zip: 97882-9509 County: UMATILLA
Contact: [REDACTED]
Phone #: [REDACTED]
Email: [REDACTED]

Transaction Description				Equipment Maintenance Information				
Purchase (see information below)				Maintenance elected for all Equipment Maint Base charge Invoiced Monthly by CUSA Excess Per Image Charge Invoiced Monthly by CUSA Per Unit Coverage Plan Fixed Price Plan				
Amounts Due (*Plus Applicable Taxes)		Payment Terms		Other Transaction Details				
Subtotal	\$6,099.00	Net 30		OC: UNIV OF CA AGREEMENT 2020002755				
Delivery/Install		Total Extended Maintenance Base Charge						
Sales Tax	TBD at invoicing	\$0.00						
Total	\$6,099.00							
Deposit								
Balance Due								
Rider A applies (Maintenance for Office Equip/Cut Sheet Production)		Maint Base Charge Section A		Excess Per Image Maint Charge(s)				
		\$0.00	66	B&W: \$0.00850 Color: \$0.06070				
Item Code	Listed Items Description			Qty	Unit Price	Total	Ship To & Maintenance Billing Information	
5962C002	IMAGERUNNER ADVANCE DX C3930I			1	Included	Included	Shipping: [REDACTED] Delivery Date: [REDACTED]	
4917C002	CASSETTE FEEDING UNIT-AW1			1	Included	Included	Address 2: [REDACTED]	
4000C002	INNER FINISHER-L1			1	Included	Included	City: [REDACTED] County: / State: OR Zip: 97882-9509	
4919C001	SUPER G3 FAX BOARD-BH1			1	Included	Included	Primary Customer Contact:	
2368V119	LOW VOLUME CONNECTIVITY UP TO 30PPM			1	Included	Included	Phone #: [REDACTED] Email: [REDACTED]	
4286V645	IR ADV DX C3935/3930/3926 INSTALL PAK			1	Included	Included	Meter Contact:	
IntSupplies	Pre-Installed Supplies Installed in Machine			1	Included	Included	Phone #: [REDACTED] Email: [REDACTED]	
							IT Contact:	
							Phone #: [REDACTED] Email: [REDACTED]	
							Billing:	
							Address 2:	
							City: [REDACTED] County: [REDACTED] State: [REDACTED] Zip: [REDACTED]	
							Billing Contact:	
							Phone #: [REDACTED] Email: [REDACTED]	
							Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5	
							Consumables: Toner Only (excludes clear) Auto-Toner Fulfillment**	
							Meter Method: Remote Reporting Agent Corporate Advantage	
							FOR CUSA USE ONLY:	
							Config: A 57692563	
Other Invoicing Requirements								
Equipment Billing Entity: Canon U.S.A., Inc.								
Customer Authorized Signature:		Printed Name: [REDACTED]			Title: [REDACTED]		Date: [REDACTED]	
**Requires Remote Reporting Agent								

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 THE CUSTOMER'S BEHALF. STANDARD TERMS AND CONDITIONS INCORPORATED HEREIN ARE AVAILABLE AT MK1USA.CANON.COM/CUSTOMERDOCUMENTS, AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

SER-500 Purchase Main Agreement January 2025

Option One: **NEW Canon imageRUNNER C3930i**

Location: **Umatilla County Fair Office**

(Includes 1 – 30 PPM MFP, Fax, Wifi Compatible, 4 Paper Drawers, Inner Stapling Unit with 2/3 Hole Punch, Single Pass ADF)

Purchase option: **\$6,072.00**

Including service, parts, labor, and toner

Cost per Copy Mono: **\$0.0079**

Cost per Copy Color: **\$0.059**

*(**Rates are locked for 5 years per NASPO Agreement**)*



Umatilla County Fair

Proposed Solution #1: Canon DX C3930i (30ppm B/W and Color)

- Purchase Price: \$4,519.20

Optional Accessories:

- 2 additional paper tray cassette: \$940.80
- Inner finisher: \$860.16
- External staple finisher: \$2,030.56

Machine Capabilities:

- Copy, print and scan capabilities
- 220 sheet single pass document feeder
- 2 x 550 sheet paper trays (up to 12 x 18)
- Fax board

Service Pricing:

- B/W images billed at .0062
- Color images billed at .055
- All parts, labor, toner and supplies (except paper) included.

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

***State of OR NASPO contract #9489.**

***Service rates are locked for 5 years.**