



## **Staff Report HR2020-016**

**Title of Report:** HR2020-016 – Building Department Multifunction Printer Purchase

**Department:** Human Resources

**Council Date:** November 4, 2020

### **Recommendation:**

**Be it resolved that** Council receive staff report HR2020-016 for information; and

**That** Council direct staff to proceed with using Building Department funds to purchase a multifunction printer from Excel Business Solutions for Building Department use.

### **Background:**

Since March 2020, the Building Department moved from the Hopeville Administration Office due to COVID-19. All building department employees are currently located at the Library and have use of the photocopier there, however it does not have all required capabilities.

### **Staff Comments:**

The Building Department requires the capabilities of a multifunction printer including scanning, copying and printing on paper up to 11" x 17" in size. It is anticipated that the Building Department will not return to the Hopeville Administration Office and therefore staff recommend purchasing a multifunction printer for the Building Department that can be moved with them once final location has been determined.

Staff have worked with Excel Business Solutions as our current photocopier service provider to find a multifunction printer that is cost effective and will fill the requirements of the Building Department. Excel has suggested a "Showroom Model" at the price of \$2,995 plus tax.

### **Financial Implications:**

The financial impact if recommendation of a multifunction printer is approved, is \$2,995 plus applicable tax plus day to day operating costs of toner.

The cost of this printer will be a capital purchase of the printer from the Building Department reserves.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

1. That Council receive staff report HR2020-016 as information.
2. That Council direct staff to proceed with using Building Department funds to purchase a multifunction printer from Excel Business Solutions for Building Department use.

Respectfully Submitted,

**HR Approval:** Original Signed By  
Kayla Best, HR Coordinator

**Dept. Head Approval:** Original Signed By  
Bev Fisher, CBO

**CAO Approval:** Original Signed By  
Dave Milliner, CAO

**Attachments:** None