

## AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
 (X) Action

FROM (DEPT/ DIVISION): BOC

SUBJECT: Replace outdated Copier

<p><b>Background:</b> The copy machine in the BOC is office is well aged. Parts for the current machine will soon obsolete if not already. Three quotes were obtained comparing two different copy machines, all are Canon products. The ImageRunner C3926i is almost half the speed (26ppm) of the current machine (50ppm) making it noticeably slower. After comparing the C3926i and the Canon ImageFORCE C5140, the recommendation is to purchase the Canon ImageFORCE C5140 (40ppm) from Pacific Office Automation in the amount of \$5183.60 and an estimated monthly charge of \$39.49. This comes with a 5-year contract and includes parts, labor and toner.</p>	<p><b>ACTION REQUESTED:</b> Approve purchase of a Canon ImageFORCE C5140 from Pacific Office Automation in the amount of \$5183.60 up front and an estimated monthly charge of \$40.</p>
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ATTACHMENTS: Bid Comparison Sheet, Bid Documentation

Date: (1/12/26) Submitted By: (Kelsey Bailey)

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

Checkoffs:

(      ) Dept. Head (copy)  
 (      ) Human Resources (copy)  
 (      ) Fiscal  
 ( X    ) Legal (copy)  
 (      ) (Other -)

To be notified of Meeting:

Needed at Meeting:

\*\*\*\*\*

Scheduled for meeting on: January 14, 2026

Action taken:

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Follow-up:

# Three-Bid Comparison Form for Purchase

## Purchase Information

Item: Copier for BCC

Location: Commissioners' Office

Description: Current Copier is outdated

## Vendor Information

Details	Bidder 1	Bidder 2	Bidder 3
Company Name	Canon Solutions America	Pacific Office Automation	Copiers NW
Contact Person	Brian Kaner	James Freeman	Jordan Lloyd
Phone Number	509-591-1108	509-440-1759	509-378-2333
Email Address	<a href="mailto:bkaner@cusa.canon.com">bkaner@cusa.canon.com</a>	<a href="mailto:jlloyd@copiersnw.com">jlloyd@copiersnw.com</a>	<a href="mailto:james.freeman@pacificoffice.com">james.freeman@pacificoffice.com</a>

## Bid Details

Criteria	Bidder 1	Bidder 2	Bidder 3
Product #1 Name	Canon ImageRunner C3926i	Canon ImageRunner C3926i	Canon ImageRunner C3926i
Pages per minute	26	26	26
Purchase Price	\$5749.32	\$3247	\$5501
Cost per Copy B/W (#872)	B/W 0.0085	B/W 0.0062	B/W 0.0079
Cost per Copy Color (#701)	Color 0.056	Color 0.055	Color 0.059
Estimated Monthly Costs	\$46.67	\$43.97	\$48.25
Product #2 Name	Canon ImageFORCE C5140	Canon ImageFORCE C5140	Canon ImageFORCE C5140
Pages per minute	40	40	40
Purchase Price	\$6791	\$5183.60	\$5688.20
Cost per Copy B/W (#872)	B/W 0.0082	B/W 0.0059	B/W 0.0069
Cost per Copy Color (#701)	Color 0.0481	Color 0.049	Color 0.049
Estimated Monthly Costs	\$40.70	\$39.50	\$40.37
Additional Notes	Toner	Includes parts labor toner locked rate for 5 years	Includes parts labor toner locked rate for 5 years

**Current:** Price per copy B/W 0.02007 Color 0.17083 = estimated \$137.25 monthly cost

## Evaluation

Lowest Bidder: Pacific Office Automation \$5183.60 up front and an average of \$39.50/month.

Preferred Bidder: Pacific Office Automation

Reason for Selection: Less up front cost and less per month, great customer service

## Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Canon Offer Time Sensitive Exp: 12/19**

12 messages

Brian Kaner <bkaner@cusa.canon.com>  
 To: Kelsey Bailey <kelsey.bailey@umatillacounty.gov>  
 Cc: "Douglas R. Pringle" <dopringle@cusa.canon.com>

Wed, Dec 17, 2025 at 12:34 PM

Hi Kelsey,

Thank you so much for reaching out today—I truly appreciate your time and effort to make this process as quick as possible, especially given the urgency with the current unit making noise.

Here's what I've put together for you:

**Current Situation**

- You're currently paying **\$372.25 per month**, and that cost is solely for prints.

**Lease Option**

- Replace the device with a new model at virtually no upfront cost.
- Monthly increase of approximately **\$17**.
- Includes a **26 ppm device with full functionality**, including staple finisher.
- Keeps everything simple and predictable under a lease structure.

**Purchase Option (Recommended)**

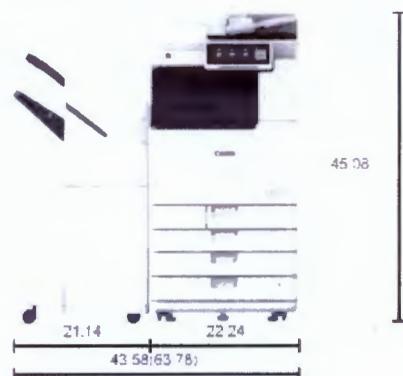
- One-time purchase of the new device at a **very low cost**.
- Same upgraded model with advanced features.
- When amortized over the expected lifespan (8–10 years), this option brings your cost closer to what you're paying now, while eliminating ongoing lease expenses.
- Ideal for nonprofits or government organizations where ownership is often preferred.

**My Recommendation:**If possible, the **Purchase Option** is the best long-term solution. It saves the most money over time and ensures you're set for the next 8–10 years with reliable equipment.

Devices In question															
Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Lease	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs
CANON	5250	Commis					JMQ07598		872	0.02007	\$17.50	701	0.17083	\$119.75	\$137.25
Total									#REF!			#REF!			\$137.25
														TOTAL CURRENT COSTS	
														\$137.25	

Lease Option																
Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Lease	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs	
CANON	3926	Commis					NEW		108	872	0.0085	\$7.41	701	0.056	\$39.26	\$46.67
Total									\$108.00						\$46.67	
														TOTAL CURRENT COSTS		
														\$154.67		

Purchase Option																
Make	Model	Location	Lease Exp	Mono	Color	Base	Serial Number	Purchaser	B/W Avg. Volume	B/W Overage CPC	Total B/W Cost	Color Vol Avg.	Color Overage CPC	Total Color Cost	Total M/A Costs	
CANON	3926	Commis					NEW		5,749.32	872	0.0085	\$7.41	701	0.056	\$39.26	\$46.67
Total									\$5,749.32						\$46.67	
														TOTAL CURRENT COSTS		
														\$46.67		

**Product Description**

- Print/Copy Speed: up to 26 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control

**Space And Power Requirements**

- Total Dimensions (W x D x H):  
43.58" x 28.43" x 45.08"
- Total Installation Space (W x D x H):  
63.78" x 44.06" x 45.08"
- Main Unit Power Requirements: 110V/8.5A
- Main Unit Plug: NEMA 5-15P

Product name	Net component size			Additional Power Supply	Plug Image
	W inch	D inch	H inch		
imageRUNNER ADVANCE DX C3926i	22.24	28.43	35.31		
Cassette Feeding Unit-AW1	22.24	24.21	9.75		
Staple Finisher-AE1	21.14	24.53	38.15		
Super G3 FAX Board-BH1	-	-	-		
<b>Total</b>	<b>43.58</b>	<b>28.43</b>	<b>45.08</b>		

**Brian Kaner**

Senior Account Executive  
Ellensburg, Cle Elum, Yakima, Richland, Walla Walla, Pasco, Pendleton, Hermiston, Umatilla, Boardman

**Canon Solutions America, Inc.**  
[www.csa.canon.com](http://www.csa.canon.com)  
[bkaner@cusa.canon.com](mailto:bkaner@cusa.canon.com)

C 509.591.1108

**From:** Kelsey Bailey <[kelsey.bailey@umatillacounty.gov](mailto:kelsey.bailey@umatillacounty.gov)>  
**Sent:** Wednesday, December 17, 2025 10:50 AM  
**To:** Brian Kaner <[bkaner@cusa.canon.com](mailto:bkaner@cusa.canon.com)>  
**Subject:** New Copier Quote

Email was not sent from a Canon Network!

Good Morning~

I am reaching out from the Umatilla County Commissioners office. You visited us previously and I believe had a quote prepared. We are eager to replace our outdated machine, SN S/N JMQ07598, I also have this number jotted down 806185099177. I look forward to hearing from you.

Thanks!!

**Kelsey Bailey**

Executive Secretary - Board of Commissioners

Umatilla County

216 SE 4th Street, Pendleton, OR 97801

## **Umatilla County Commissioners**

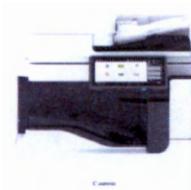
### **\*State of OR NASPO Contract #9489**

#### **Proposed Solution #1:**

- Canon ImageFORCE C5140 (40ppm b/w and color)
- Purchase price: \$5,183.60 each

#### **Service Pricing:**

- B/W images billed at .0059 per page. Color images billed at .049 per page. Includes all parts, labor, toner, staples and supplies (except paper).

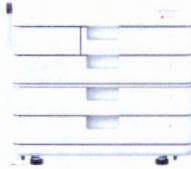
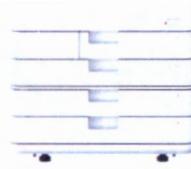


#### **Proposed Solution #2:**

- Canon IR C3926i (26ppm b/w and color)
- Purchase price: \$3,247.00 each

#### **Service Pricing:**

- B/W images billed at .0062 per page. Color images billed at .055 per page. Includes all parts, labor, toner, staples and supplies (except paper).



#### **Machine Configuration:**

- Copy, print, and scan capabilities
- 4 x 550 sheet paper trays
- Single pass document feeder

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



Kelsey Bailey <kelsey.bailey@umatillacounty.gov>

## Copiers Northwest - Replacement of Canon imageRUNNER C5250

2 messages

Jordan Lloyd <JLloyd@copiersnw.com>  
To: "kelsey.bailey@umatillacounty.gov" <kelsey.bailey@umatillacounty.gov>

Mon, Dec 22, 2025 at 1:09 PM

Hi Kelsey,

Thanks again for reaching out and for walking me through your current setup. I appreciate you sharing the details on the Canon imageRUNNER C5250 you're replacing (four paper cassettes and an external staple finisher), as well as your average monthly volumes of about 872 mono and 701 color.

I know Canon USA recommended the imageRUNNER ADVANCE C3926 with an external staple finisher. After reviewing that recommendation, I wanted to share a few thoughts before we move too far down that path.

The biggest thing that gave me pause is the speed change. Going from a 50-ppm device down to 26 ppm is a pretty significant drop. While a reduction in speed does make sense given your volume, that level of reduction could be noticeable in day-to-day use and potentially impact workflow in the office.

We also talked about stapling being used pretty rarely. Because of that, the external high-capacity stapling finisher feels like overkill for your environment and total volume. If stapling is something you'd like to keep, Canon does offer an internal stapling option that serves the same purpose without the size or added cost of a large external finisher.

One other thing to keep in mind is that Canon is in the middle of transitioning from the imageRUNNER ADVANCE line to the new imageFORCE series. The slower imageFORCE models (in the 25–35 ppm range) aren't available just yet. The imageFORCE C5140 is also worth considering—it's built with a more robust engine, which may align well with Umatilla County's typical 8–10 year replacement cycle.

For now, I'll put together an apples-to-apples quote based on the Canon USA recommendation & the Copiers Northwest Recommendation, so you have that for reference. If you'd like to explore pricing on any alternative options, I'm happy to quote those as well—once we narrow down the direction you'd prefer to go.

Let me know your thoughts, and I'm always happy to talk it through.

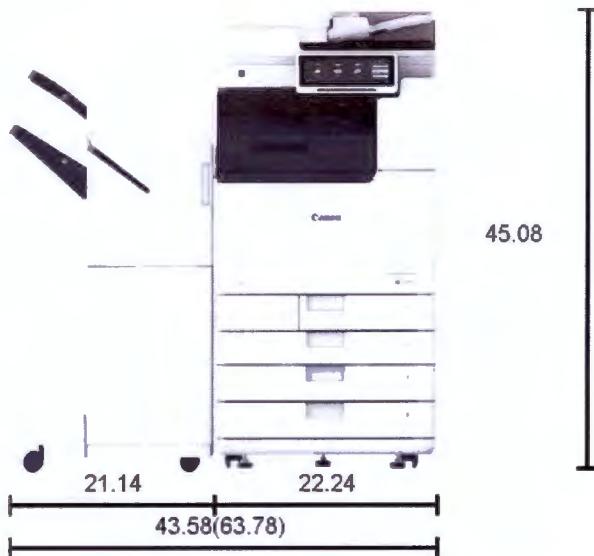
Thanks,

Jordan Lloyd  
Account Manager

509.735.9795 - Office  
509.396.6709 - Direct  
509.440.1759 - Mobile  
[www.copiersnw.com](http://www.copiersnw.com)  
7035 W. Clearwater ave. #110  
Kennewick, WA, 99336  
[Jlloyd@copiersnw.com](mailto:Jlloyd@copiersnw.com)



## imageRUNNER ADVANCE DX C3926i



### Product Description

- Print/Copy Speed: up to 26 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control

### Space And Power Requirements

- Total Dimensions (W x D x H): 43.58" x 28.43" x 45.08"
- Total Installation Space (W x D x H): 63.78" x 44.06" x 45.08"
- Main Unit Power Requirements: 110V/8.5A
- Main Unit Plug: NEMA 5-15P

Product name	Net component size			Additional Power Supply	Plug Image
	W	D	H		
	inch	inch	inch		
imageRUNNER ADVANCE DX C3926i	22.24	28.43	35.31		
Cassette Feeding Unit-AW1	22.24	24.21	9.76		
Staple Finisher-AE1	21.14	24.53	38.15		
Wireless LAN Board-F1	-	-	-		
Total	43.58	28.43	45.08		

Dimensions shown for each accessory are its net size. The total dimensions shown include spacing and accessory overlap.

Purchase Price - \$5,501.00  
Cost per Copy BW- \$0.0079  
Cost per Copy CLR - \$0.059

\*\*includes all parts labor service and toner

\*\* Service rates are locked for 5 year term per NASPO Agreement



## imageRUNNER ADVANCE DX C3926i

### Main Unit

#### *imageRUNNER ADVANCE DX C3926i*



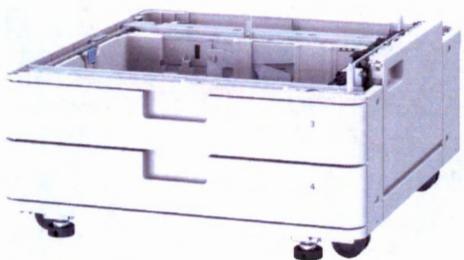
- Print/Copy Speed: up to 26 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control

Product name	imageRUNNER ADVANCE DX C3926i
Net component size W (inch)	22.24
Net component size D (inch)	28.43
Net component size H (inch)	35.31
Additional Power Supply	

## Hardware Accessories

### **Cassette Feeding Unit-AW1**

Adds two additional front-loading, user-adjustable 550-sheet paper cassettes to the standard paper supply.



### **Staple Finisher-AE1**

Offers two output trays holding up to 3,250 sheets. Corner and double stapling up to 50 sheets, Staple-free Stapling up to 8 sheets, and a manual Staple On Demand function up to 50 sheets.





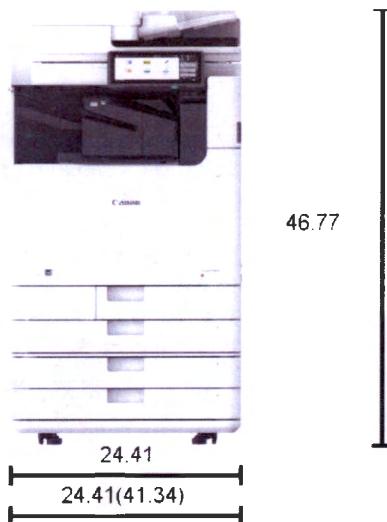
## System Options

### **Wireless LAN Board-F1**

Enables users to use wireless internet connection.



## imageFORCE C5140



### Product Description

- Print/Copy Speed: up to 40 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control and Verify System at Startup with Auto Recovery

### Space And Power Requirements

- Total Dimensions (W x D x H): 24.41" x 49.09" x 46.77"
- Total Installation Space (W x D x H): 41.34" x 28.43" x 46.77"
- Main Unit Power Requirements: 120V/12A
- Main Unit Plug: NEMA 5-15P

Product name	Net component size			Additional Power Supply	Plug Image
	W inch	D inch	H inch		
imageFORCE C5140	24.41	28.43	36.89		
Inner Finisher-N1	18.46	20.67	8.62	None	
Cassette Feeding Unit-AY1	24.41	27.48	9.88	None	
Wireless LAN Board-H1 with 5GHz License	-	-	-	None	
Total	24.41	49.09	46.77		

Dimensions shown for each accessory are its net size. The total dimensions shown include spacing and accessory overlap.

Purchase Price - \$6,349.00

Purchase Price (without staple finisher) - \$5,688.20

Cost per Copy BW- \$0.0069

Cost per Copy CLR - \$0.049

\*\*includes all parts labor service and toner

\*\* Service rates are locked for 5 year term per NASPO Agreement



## imageFORCE C5140

### Main Unit

#### *imageFORCE C5140*

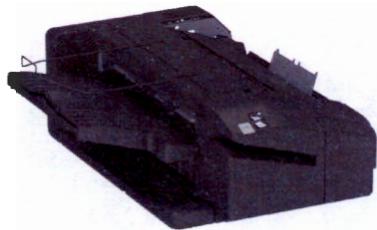


- Print/Copy Speed: up to 40 ppm (BW/Color, Letter)
- Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)
- Print up to 12" x 18"
- Includes two 550-sheet paper cassettes
- Standard security feature set, including Trellix Embedded Control and Verify System at Startup with Auto Recovery

Product name	imageFORCE C5140
Net component size W (inch)	24.41
Net component size D (inch)	28.43
Net component size H (inch)	36.89
Additional Power Supply	

## Hardware Accessories

### **Inner Finisher-N1**



Internal finisher offering two output trays holding up to 545 sheets. Provides corner and double stapling up to 50 sheets. Staple-free Stapling up to 8 sheets, and a manual Staple On Demand function up to 40 sheets.

### **Cassette Feeding Unit-AY1**



Adds two additional front-loading, user-adjustable 550-sheet paper cassettes to the standard paper supply.



## System Options

### ***Wireless LAN Board-H1 with 5GHz License***

Enables users to use wireless internet connection. 5GHZ network is also available by activating the 5GHz license.