



## Request for City Council Committee Action from the Department of BIS

Date September 29, 2009

To: The Honorable Paul Ostrow, Chair, Ways and Means Committee

Subject: Donation of Copiers remaining after the City-wide auction

**Recommendation** Authorize proper city officials to recommend donating numerous copiers not sold at the City-wide auction.

Prepared by Barb Malinski, Associate Contract Administrator, 673-3249

Submitted by Lynn Willenbring \_\_\_\_\_, 673-2927  
Chief Information Officer

Approved by Steven Bosacker \_\_\_\_\_  
City Coordinator

Presenter in Committee Lynn Willenbring

Policy Review Group  Not Applicable

Permanent Review Committee (PRC) Approval  Not Applicable

**Prior Related Directives:**

- September 14, 2009. BIS reported to Council on the progress of reducing the number of printers/copiers in our environment and how the reduction could lead to great cost saving opportunities that departments could leverage during these budget reduction years.

**Financial Impact:** None.

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| <p><b>Financial Impact</b> (Check those that apply)</p> <p><input checked="" type="checkbox"/> No financial impact (If checked, go directly to Background/Supporting Information)</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Capital Budget</p> <p><input type="checkbox"/> Action requires an appropriation increase to the Operating Budget</p> <p><input type="checkbox"/> Action provides increased revenue for appropriation increase</p> <p><input type="checkbox"/> Action requires use of contingency or reserves</p> <p><input type="checkbox"/> Other financial impact (Explain):</p> <p><input checked="" type="checkbox"/> Request provided to department's finance contact prior to the Committee Coordinator</p> |
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## **Background/Supporting Information**

The City of Minneapolis entered into the *Printer Right Sizing Effort* initiative with Toshiba Business Solutions to reduce the number of printers/copiers in our environment resulting in cost savings for the City. Currently these copiers are being sold at a City auction.

Copiers removed from the City are being housed in a Toshiba warehouse until the awarded bidder picks them up. Thirty days after the sale of the copiers, the devices need to be removed from the warehouse. BIS would like to donate any unsold copiers to local charitable organizations at this time.