



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title: Ricoh C4000 Photocopier (Report #72 - 2014)

Date: September 10, 2014

Prepared By: Heather Scott

Prepared For: Council

RECOMMENDATION: That Council gives approval for the Village to purchase the Ricoh C4000 copier from CIT Financial Ltd. for resale purposes.

Justification for In Camera:

Background: The Village's lease on the Ricoh C4000 photocopier expired on September 1, 2014. At the August 18, 2014 Special Meeting of Council, a new Toshiba copier was approved to replace the Ricoh C4000. The new Toshiba copier will be installed around the 17th of September. We received an emailed letter on September 8, 2014, from CIT Canada indicating that pursuant to the contract signed in February of 2009, the Village is responsible for the return of the Ricoh C4000 to their Richmond Hill, Ontario office and incur all shipping charges. CIT Canada offered a buyout alternative for the copier at cost of \$825 + taxes for a total of \$907.50. The Village will receive a final bill for the copier once the new Toshiba copier is installed and the Ricoh has either been bought out or returned.

Discussion: Knight's Courier Services, quoted the Village \$600.58, taxes included, for the return of the copier to CIT Canada. The package would be delivered 5 working days from the date of pick up. There may be other interested parties in the community that would be interested in purchasing the Ricoh if we were to buyout the contract. Also, there is a government website that sells used vehicles and office equipment on behalf of municipalities with great success. The website address is www.sasksurplus.ca, there is no cost to advertise with this service.

Options: 1. That Council gives approval for the Village to purchase the Ricoh C4000 copier from CIT Canada. for resale purposes.

2. That Council order the return of the Ricoh to CIT Canada and incur the shipping charges.

Financial Implications: a) \$907.50 to buyout the copier less cost of resale; or
b) \$600.58 to return the copier to CIT Canada

Attachments: Letter from CIT Canada detailing the terms of the buyout and return policy for the Ricoh C4000.

Conclusion: The Village would incur a greater loss by returning the Ricoh C4000 to CIT Canada and paying all of the shipping charges than it would to buyout the machine and try to recoup some of the costs by selling the copier.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Heather Scott", is written above a horizontal line.

Heather Scott



5035 South Service Road, PO Box 5060 Burlington, Ontario, Canada L7R 4C8

To : Joan Corneil
Customer Name : THE RESORT VILLAGE OF CANDLE LAKE
From : Leila Finlay
Date : September 8, 2014
Re : RETURN OF EQUIPMENT SCH 780-0446058-001/TROPC0000245555

Please be advised that you have the option of purchasing this equipment for \$907.50 (\$825.00 + taxes), thus avoiding costly shipping fees and serve as backup equipment should you have the need in the future. Kindly email endof_lease@cit.com if you would like to purchase or contact us directly at 905-633-2461 or 800-561-3897 to further discuss this option.

In accordance with your request to return equipment covered by the captioned lease, we are providing the following return instructions. Please ensure that all boxes, packages and parcels are clearly identified on all sides with this sheet.

ASSET DETAILS:

Table with 6 columns: CONTRACT, ASSET ID, QTY, MAKE, MODEL, SERIAL #. Row 1: 780-0446058-001, 1083014, 1, COPIER, AFICIO MP C4000, 1294900898

Equipment must be properly packaged in crates or strong cartons and returned to:

DCR Systems Group Inc
27 Staples Ave Unit#1-3 Richmond Hill, ON L4B 0B5
DCR: 905-508-8002

The equipment must be shipped with freight and insurance prepaid (collect delivery will not be accepted) to the above address. The equipment will be audited upon return to ensure that all assets, as listed on your contract, have been received and that the state of equipment is acceptable based on reasonable wear and tear. You are fully responsible, and will be billed accordingly, for any missing or broken items. If you are unsure of the current condition of your equipment or have any questions or concerns, please contact our End of Lease Department at 905-633-2461 or at 888-563-4321. In the event that you return any equipment bearing serial numbers that were not leased to you by us, we will sell such equipment on your behalf and return the proceeds to you, less our remarketing fees.

In addition to the items listed, all accessories originally accompanying these items must be returned. (If you are returning Mailing Equipment the meter must be returned to the original supplier not the warehouse listed on the return form). These include but are not limited to cables, manuals, user guides, keys to any locked desktops/notebooks etc. Please ensure all PASSWORDS are deleted and any equipment under warranty has been repaired prior to return. All attachments or identifying tags that you have added should be removed prior to returning the equipment. In the case of returned telephone equipment, all passwords must be provided including those for the CPU unit, voicemail, individual passwords for the system maintenance and system login. All voicemail installation devices must be returned.

DATA SECURITY: You are reminded that the equipment being returned may contain sensitive data or information belonging to your organization or your customers/clients/patients that may be stored, recorded or in any way contained within or on the equipment in any manner. You are solely responsible for the permanent erasure of all such data and information stored, recorded, or contained within or on your equipment, before you relinquish possession of the equipment. CIT assumes no liability for any such data or information that you fail to remove. Under applicable laws you may have an obligation to ensure that all such data and information stored, recorded or contained within the equipment in any manner is removed and permanently erased to the extent that any further recovery of the data and information is not possible. All hard drives and other equipment components must function as originally installed after your removal of the data.

Please note that our records show that your account is currently past due in the amount of \$1,280.40

Note that Renewal payments will continue to be collected until we receive confirmation from our warehouse that the equipment has been received.

Tel: 1-800-561-3897

Fax: 1-905-633-2465

E. & O.E. / Sauf erreur ou omission

CONFIDENTIAL

316