

MAYOR JIM GRAY



LEXINGTON

CHARLES H. MARTIN, P.E.
DIRECTOR
WATER QUALITY

TO: Mayor Jim Gray
Urban County Council

FROM: Robby E. Chen For C.H. Martin
Charles H. Martin, P.E., Director
Division of Water Quality

DATE: November 1, 2018

SUBJECT: Request for Lease Agreement Contract with Lynn Imaging for lease of wide format scanner/copier for DWQ Plant Engineering Section

Request

The purpose of this memorandum is to request a resolution authorizing the Mayor, on behalf of the Lexington-Fayette Urban County Government, to execute a lease agreement with Lynn Imaging for a wide format Canon IPF785 MFP with Context scanner, for a period up to 42 months, at a cost estimated not to exceed \$225.95 per month, subject to sufficient funds being appropriated in future fiscal years.

Purpose of Request

The Plant Engineering Section for the DWQ is in the planning phase of scanning existing hard copy blueprints and/or drawings for capital improvements and/or upgrade(s) to the Town Branch and West Hickman Creek WWTP(s) and uploading the documents into the LFUCG ONBASE document management program. It has been determined that leasing the equipment will be more economical, timely, and provide better QA/QC for the Plant Engineering Section to perform the tasks of uploading the documents into Onbase.

What is the cost in this budget year and future budget years?

The cost for FY19 is: \$1,581.65 (7 months X 225.95/month)

The cost for future FYs is: \$2,711.40 (12 months X 225.95/month)

Are the funds budgeted?

The funds are budgeted in:

Rental: 4002-303401-3401-71301

Copies/Maintenance: 4002-303401-3401-76101

Martin

