

Heber Public Utility District

REPORT TO BOARD OF DIRECTORS

MEETING DATE: September 15, 2022.

FROM: Adriana Amezcua, Finance Manager

SUBJECT: Authorize the purchase of a new folding machine.

ISSUE:

Shall the Board of Directors authorize the purchase of a new folding machine, and modify the parks, water & sewer operational budget to include additional expenses in the amount of \$5,595.00?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors authorize the purchase of a new folding machine from Whitaker Brothers Business Machines Inc.

FISCAL IMPACT:

The total cost for the new folding machine from Whitaker Brothers Business Machines Inc. is \$5,595.00 and will be share by fund as follow:

Description	Estimated cost	Parks	Water	Wastewater	Total
		20.0%	40.0%	40.0%	100.0%
New Folding Machine	5,595.00	1,119.00	2,238.00	2,238.00	5,595.00

DISCUSSION:

The current folding machine was purchased in October 2014 with an estimated time of use of 10 years. During the last two fiscal years, the maintenance and repairs service provided was in the amount of \$2,010.00. Unfortunately, in the month of July of the present year, the equipment stopped working and the folding process of HPUD bills had to be done manually. Due to the high cost of the repair, it is recommended to purchase a new equipment with warranty and extended service contract ensuring the proper operation of it. Also, this will help our staff by making the billing process more efficient.

Staff requested three quotes and the best one was from Whitaker Brothers Inc. in the amount of \$5,595.00 due to warranty, service agreement and location. Also, this company can process and ship the equipment in 10 days, so it can be installed and ready to be use before the next billing cycle.

CONCLUSION:

It is recommended that the HPUD Board authorize the purchase of a new folding machine from Whitaker Brothers Business Machines Inc. in the amount of \$5,595.00.

Respectfully Submitted,

Laura Fischer, General Manager

Attachment: Quote Whitaker Brothers Business Machines, Inc.



Whitaker Brothers Business Machines, Inc.

DATE: AUGUST 15, 2022

9265 Dowdy Drive, Suite 108, San Diego, CA 92126
 Phone 1-800-689-9226 Fax 858-689-8239

TO Adriana Amezcua
 Heber Public Utility District
 1078 Dogwood Rd. Suite 103
 Heber, CA. 92243

Devin Bilawa
 Whitaker Sales Division
 301-354-3018
 dbilawa@whitakerbrothers.com

SALESPERSON	PAYMENT TERMS	GSA CONTRACT	EIN
Devin Bilawa	Credit card, check, purchase order, net 30, lease	GS-35F-309DA	52-1357073

PRODUCT	NOTES	PRICE
Formax FD6104 Folder Inserter System	MSRP is: \$6,595.00	\$5,595.00
Shipping:	Freight Shipping	No Charge
Installation/Operator Training:		No Charge
Sales Tax:		Add if applicable
Grand Total:		\$5,595.00
-----	<i>Options and Accessories</i>	-----
Annual Maintenance/Service Contract		\$690.00/Year

Most major credit cards accepted with no fees charged to the buyer. Purchase order and net 30 terms available with approved credit, no credit check required for government organizations. An interest rate of 1.5% per month will be added to any overdue accounts. Refuse delivery of any packages that show obvious signs of shipping damage. Service contracts offered where available, and are billed annually.

Thank you for considering Whitaker Brothers. We pride ourselves on being the leader in an age of rock-bottom pricing, while still maintaining the relationship business philosophies that come with over 65 years in our industry. Whitaker Brothers is first and foremost, a brick and mortar company.