

RE: I.B.M. MAG CARD II TYPEWRITER

The following is a report from the Municipal Treasurer re the above.

RECOMMENDATION

1. THAT the recommendation of the Municipal Treasurer be adopted.

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1979 July 27
File: C60 IBM

TO: MUNICIPAL MANAGER
FROM: MUNICIPAL TREASURER
RE: I.B.M. MAG CARD II TYPEWRITER

RECOMMENDATION

1. THAT the Mag Card II typewriter currently in use in the Treasury Department be purchased on a rental/purchase agreement from I.B.M. for the use of the Building Department.

REPORT

For the past 37 months, the Treasury Department has rented a machine known as the Mag Card II typewriter. This machine has a memory and makes unnecessary the retyping of material when changes are necessary in the typing of documents such as budgets, financial statements and reports. It is a great timesaver. There are many such machines in use in accounting, engineering and solicitors' offices, as well as a variety of other concerns. Some of these machines are quite complex.

We choose to rent the machine rather than purchase it, for the reason that technology is improving. The consequence was that provision was made in the 1979 budget to upgrade the Mag Card II machine to a Mag Card III machine, which should further speed up operations. It is now in operation.

The rental on the Mag Card II machine is \$332.80 per month. The rental of the new Mag Card III machine is \$379.60 per month.

The Chief Building Inspector has had a thorough examination made of the Mag Card II machine and has come to the conclusion that it will greatly increase the output of his stenographic staff, thereby enabling the personnel concerned to take on additional tasks. At this time, he cannot see that a more elaborate machine is warranted and we find that we may purchase it at its residual value for a down payment of \$208.70, which represents the sales tax, and \$308.49 per month for 24 months. After 24 months, we would own the equipment and would be faced with a monthly maintenance charge which is currently \$56.75. At that time, we will have a typewriter which will be some five years old. However, its record of maintenance is much better than any I.B.M. typewriter that we have ever seen. Its lifetime is at least ten years. Under the circumstances, it is recommended that permission be granted to enter into a rental/purchase agreement with I.B.M. pursuant to Section 247(3) of the Municipal Act for the purchase of this equipment. This Section reads:

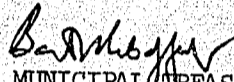
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"Council may contract for the supply of materials, equipment, and services, professional or otherwise, required for the operation, maintenance, and administration of the municipality, and of municipal property where the duration of the contract is for five years or less, without the assent of the electors."

This particular machine is still being manufactured and sold by I.B.M. and is in widespread use throughout the country. While there are machines on the market that are much more technologically advanced, this machine does a workmanship job within stipulated limits, which are recognized by the Chief Building Inspector in making this recommendation.


MUNICIPAL TREASURER

BM:gw

cc: Chief Building Inspector