

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
 FROM: David A. Hulseberg, Village Manager
 DATE: April 8, 2009 Agenda Date: April 16, 2009
 TITLE: Replacement of 2 Police Department Copiers

SUBMITTED BY: Pat Rollins, Deputy Chief of Police

RESULTS:

Date Bids Were Published: N/A.....Date Bidding Closed: N/A

Total Number of Bids Received.....N/A

Total Number of Bidders Meeting Specifications.....N/A

Bid Security Required Yes No

Performance Bond Required Yes No

Were Any Bids Withdrawn Yes No

Explanation:

Waiver of Bids Requested? Yes No

If yes, explain:

Award Recommended to Lowest Responsible Bidder..... Yes No

If no, explain:

FISCAL IMPACT:

Techonology Reserve Fund \$23,156

BACKGROUND/RECOMMENDATION:

Staff recommends the replacement of two copiers by purchasing two Xerox machines for \$23,156. This will also allow the monthly maintenance be pooled with other village machines. Xerox copiers have color scanning capabilities which are in need for scanning images of reports and photos at the police department. Staff recommends the village manager the authority to sign a contract with Xerox for the purchase of the two units and maintenance agreement.

Has Recommended Bidder Worked for Village Previously Yes No

If yes, was quality of work acceptable Yes No

Was item bid in accordance with Public Act 85-1295? Yes No

Waiver of bids - Public Act 85-1295 does not apply Yes No

REVIEW (as needed):

Finance Director XX _____ Date _____

Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.