

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

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: June 4, 2019 (COW)(B of T) June 20, 2019

TITLE: Approval of adding Three (3) Copiers to an Existing Five (5) Year Lease Agreement with Konica Minolta in the Amount of \$16,184.75.

SUBMITTED BY: Timothy Sexton, Director of Finance

FISCAL IMPACT:

Amount of Award: \$394.75 per month for 41 months; Total cost of adding 3 copiers to existing 5 year lease agreement: \$27,360 (101.120.510.75730).

BACKGROUND/POLICY IMPLICATIONS:

The Village of Lombard has an existing copier lease with Konica Minolta for 13 copiers throughout the Village. These copiers are centrally located in each department to help reduce the use of local printers. With the move to a Managed Print Service agreement for all non-copiers (local, desktop, and multi-function printers) within each department, staff was able to reduce the number of local printers in areas and replace them with a centrally located copier in 3 of the areas. Although this would be adding an additional \$394.75 a month to the existing lease, there is still an overall monthly savings of \$1,036 by also implementing the Managed Print Services agreement for all non-copiers.

RECOMMENDATION:

Staff recommends the Village Board of Trustees approve adding Three (3) Copiers to an Existing Five (5) Year Lease Agreement with Konica Minolta in the Amount of \$16,184.75.

Review (as necessary):

Village Attorney X _____

Date _____

Finance Director X Timothy Sexton

Date 6/6/19

Village Manager X Scott Niehaus

Date 6/6/19

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