

B. Byrne

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: William T. Lichter, Village Manager
DATE: December 23, 2003 Agenda Date: January 15, 2004
TITLE: Waiver Of Bid For Canon Image Runner 7200 Copier
SUBMITTED BY: Raymond Byrne, Chief Of Police

RESULTS:

Date Bids Were Published: N/A Date Bidding Closed: // /n/a
Total Number of Bids Received
Total Number of Bidders Meeting Specifications Yes No
Bid Security Required Yes No
Performance Bond Required Yes No
Were Any Bids Withdrawn Yes No
Explanation Yes No
If yes, explain:
Waiver of Bids Requested? Yes No
If yes, explain: See memo
Award Recommended to Lowest Responsible Bidder Yes No
If no, explain:

FISCAL IMPACT:

Monies to be taken from current years budget, cost savings of not paying for six months of salaries of two officers (total 12 months) who retired and will be replaced January 2004

BACKGROUND/RECOMMENDATION:

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

REVIEW (as needed):

Finance Director XX *R. Leonard Flood* Date *1/6/04*
Village Manager XX *W. Thomas Lichter* Date *1/7/04*

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.

LOMBARD POLICE DEPARTMENT

TO: Chief Raymond Byrne
FROM: Deputy Chief Pat Rollins
DATE: December 22, 2003
SUBJECT: Records Copy Machine

I am requesting that we replace the current Canon copier model IR600 which was purchased July of 1999. We rely on this high capacity copier twenty-four hours a day for most of the departments copying. Over the past several months we have had to call for service on this machine almost weekly. This unit has exceeded its useful life and we have generated over 2 million copies. The downtimes for service and replacement parts have caused delays in our production.

We have had good success with the other Canon copiers in the Police Department and their service record has been very good. I am recommending replacing this unit with a Canon Digital Image Runner 7200 machine. Cannon Business Solutions (offering the best price) is currently running a promotion on the IR7200. We have received three written quotes from vendors with allocation of our trade-in for the IR600. (\$25,305, \$21,184, and \$16,823) The list price is \$42,275 for the copier. However, government pricing, promotions and trade in value of our current IR600 will be at a cost to us for \$16,823.00 through Canon Business Solutions. I recommend we trade in the current copier to take advantage of the pricing.

The police department has a total of 4 other Canon copiers and three fax machines. Having the same product has allowed us to negotiate a fleet maintenance agreement on the copiers for service. Changing brands would not be beneficial and upon review of other vendor's products, I feel Canon provides and meets the needs of our agency. The technology on the new copier will serve the department's needs effectively and efficiently. The copier has network capability and desktop applications.

On December 29, 2003 we will take delivery of the new copier contingent upon board approval at the January 15, 2004 board meeting. The copier will remain crated. The low promotional pricing is offered for December and delivery was necessary to take advantage of the low price. I am requesting a waiver of bids authorizing the purchase of the IR7200 from Canon Business Solutions and the authorization of trading in our current IR600 copier.



PURCHASE ORDER P.O. #: 048577
DATE: 12/23/03

MAIL INVOICES TO:
VILLAGE OF LOMBARD
ACCOUNTS PAYABLE
255 E. WILSON AVE
LOMBARD, IL 60148-3931
PHONE: (630) 620-5700
TDD: (630) 620-5812

TO: CANON BUSINESS SOLUTIONS
425 N MARTINGALE ROAD
SCHAUMBURG, IL 60173-2235

SHIP TO:
VILLAGE OF LOMBARD
POLICE DEPARTMENT
235 EAST WILSON AVENUE
LOMBARD, IL 60148

VENDOR #
410

DELIVER BY: SHIP VIA: F.O.B.
01/16/04 BEST WAY DESTINATION

REQUISITIONED BY
ROLLINS, PAT

LINE#	QUANTITUOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	1.0DL	CANON COPIER IR7200 FOR THE PD NOTE. THIS IS A CONDITIONAL PURCHASE ORDER. ORDER IS CONTINGENT ON VILLAGE MANAGER APPROVAL AND VILLAGE BOARD APPROVAL ON JANUARY 15, 2004. IR7200 72 PAGES PER MINUTE SCAN ONCE PRINT MANY 4,100 SHEET STANDARD PAPER CAPACITY OPTIONAL 3,500 SHEET PAPER DECK 50 SHEET STACK BYPASS 100 SHEETS AUTOMATIC DOCUMENT FEEDER FINISHER - K2N AUTOMATIC TRAYLESS DUPLEXING 2400 X 600 DPI JOB BUILD COPY RESERVATION UP TO 5 USERS INTERNAL 10.2GB HDD PLUS 128 MB RAM NETWORK	16823.0000	16823.00
			SUB-TOTAL	16823.00
			TOTAL	16823.00

