VIELACIT OF LOMBARD

REQUESTIFOR BOARD OF TRUSTEES ACTION

For Inclusion on Board Agenda BIDS AND PROPOSALS

President and Village Board of Trustees To: William T. Lichter, Village Manager FROM: December 23, 2003 Agenda Date: January 15, 2004 DATE: Waiver Of Bid For Canon Image Runner 7200 Copier TITLE: SUBMITTED BY: Raymond Byrne, Chief Of Police RESULTS: N/A.....Date Bidding Closed: // /n/a Date Bids Were Published: Total Number of Bids Received No Total Number of Bidders Meeting Specifications Yes Bid Security Required Yes \boxtimes No Performance Bond RequiredYes \boxtimes No Were Any Bids Withdrawn Yes
Explanation Yes \boxtimes No No If yes, explain: Waiver of Bids Requested?.....Yes □No If yes, explain: See memo ∏No Award Recommended to Lowest Responsible Bidder Yes 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:

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Has Recommen	nded Bidder Wor	ked for Villag	e Previously	⊠Yes	∵□No	i digi. Tanggari
If yes, v	was quality of wo	rk acceptable		⊠Yes	⊸ □No	
	n accordance wit		5-1295?	∵ Yes	⊠No	
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Village Manager XX المراكب الم

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 it 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

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MAIL INVOICES TO:
VILLAGE OF LOMBARD
ACCOUNTS PAYABLE
255 E, WILSON AVE
LOMBARD, IL 50148-3931 PHONE (630) 620-5700
TDD (630) 620-5812

TOD (630) 620-5812

TO : CANON BUSINESS SOLUTIONS

425 N MARTINGALE ROAD

SCHAUMBURG, IL 60173-2235

POLICE DEPARTMENT

235 EAST WILSON AVENUE

LOMBARD, IL 60148

16823.00

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VENDOR # 1906 PROPERTY SECURITIES AND ADMINISTRATION OF THE PROPERTY OF THE PR

DELIVER BY: SHIP VIA: 01/16/04 BEST WAY

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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 TRAVIESS DUBLEYING FEEDER
FINISHER - K2N
AUTOMATIC TRAYLESS DUPLEXING
2400 X 600 DPI
JOB BUILD
COPY RESERVATION UP TO 5 USER INTERNAL 10.2GB HDD PLUS 128

> SUB-TOTAL 16823.00 16823.00 TOTAL

PURCHASE AGREEMENT

CANON BUSINESS SOLUTIONS

PA- 614019

Sub Trans Code:

IIIII(O)B - 425 11. Mai digae 11d., Octio

(647) 706-3400

Colorado - 7002 S. Revere Parkway, Suite 80, Englewood (303) 209-8300

Texes - 4333 N. Sam Houston Perkway West, Houston (713) 300-5400

Minnesota - 4801 W 81st Street, Bloomington

(952) 852-8500

425 NORTH MARTINGALE ROAD . SCHAUMBURG, IL 60173-2235

Canon Business Solutions-Central, Inc.

BILL TO	LEASE-CO.	SHIP TO			
Name: Lombard Poli	CE DEAT	Name: Attn: SAME			
Attn: Pat Pollins	•	Attn: SAME			
Street: 235 E. Wilso,	N AVE	Street:			
City: Con BAR	State	Street:	State:		
Zip Code: 225/60/48	Phone 630-620-5955	Zip Code:	Phone:		
Order Date		County:	Fax:		
QUANTITY ITEM NU	IMBER DES	CRIPTION	UNIT PRICE	EXTENDED PRICE	
	TP77201 - N	EtWAK BOARD			
					
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Desired Delivery Date:	12 1 29 103 #	of Stairs:	SALES TAX	\$	
	29		FREIGHT/REMOVAL	\$	
SPECIAL INSTRUCTIONS	eder is contingent up	OBN ISBARD	INSTALLATION	\$	
- //	16-04 And Village	MANAGEES		\$	
Appealor1.		LEASE UPGRADE			
			LEASE BUYOUT	\$	
CREDIT TERMS	ease Lease Rate:	Service Pass-Through	OTHER	\$	
Monthly Equipment Payment \$	S: Monthly Service	Payment \$:	ORDER TOTAL	\$ 14,823.00	
Cash (Terms Net 15)	Check Attached: #		Promo #:		
<u> </u>	_				
Credit Card: #	Expi	ration Date:	Promo #:		
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TRADE IN / REMOVAL Customer authorizes Canon Business Soli	utions-Central, Inc. ("Canon-Central") to remove the	•		vill receive good and	
marketable title to each item of trade-in eq	uipment free and clear of all liens and encumbrance	es.			
ITEM NO. DE	SCRIPTION WH SS	SERIAL # QTY	TRADE-IN VALUE	EXTENDED S	
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Canon Central Sales Representative		Sales Manager	Sales Dire	ector	
Name: Michael Johns	Number: / Sci 3 2 3	Approval	Approval	<u></u>	
Sales Representative	7	Order Processed			
Name:	Number:	By:	Authoriza	tion	