

Memorandum

To: David A. Hulseberg AICP, ICMA-CM
Village Manager

From: Pat Rollins, Deputy Chief of Police

Date: April 8, 2009

Subject: Replacement of two copiers at the Police Department

Background: This memorandum provides background and a recommendation to approve Xerox for the replacement of the police department's main copier and front desk copier/scanner/fax machine.

The police department's main copier was purchased back in December 2003. The unit has been a strong workhorse for the police department since its inception. However, as five plus years have passed the unit's maintenance and upkeep has increased along with the downtime for service repairs. Technology has improved and newer innovations are now available, such as color scanning on black and white copy machines. \$32,000 has been budgeted in the technology reserve fund to replace our copier this fiscal year.

Larry McGhinnis and I looked at two vendors for replacement of our copier. The police department's current vendor, Canon and the village hall's current vendor, Xerox. The police department currently has six copiers from Canon. We have a monthly 50,000 copies fleet maintenance agreement with Canon that covers most of the copiers. (The color copier is not included as well as the front desk unit) The village hall does not currently have a fleet maintenance agreement as they pay per copier for monthly maintenance with Xerox per machine per individual copy/prints made on each device.

The police department has two units that we are recommending to be replaced, the main copier in Records and the copier/fax/scanner at the front desk. The unit at the front desk is not included on the fleet maintenance agreement and we pay a monthly usage. Replacing this device will save monthly costs and better improve the efficiency of the desk clerk's work.