



LOMBARD POLICE DEPARTMENT



Date: April 26, 2010

To: Ray Byrne, Chief of Police

From: Dane Cuny, Deputy Chief of Police

Re: Copier Trade In/ Purchase

The color copier located in our Investigation Unit is approximately five years old and has become unreliable. The lease period on this copier has ended and the copier is now owned by the Village of Lombard. In the past, we have typically moved the old Investigation copier to the Administration area when their leases expire and a new copier is leased for Investigations. The copier currently in Administration is now approximately 10 years old and needs to be updated. Unfortunately, the outgoing copier from Investigations is too unreliable and costly for efficient continued service in Administration. The Investigations color copier maintenance costs alone have been averaging \$426 per month, an unacceptable continued expense.

Deputy Chief Rollins has worked with Xerox Corporation to supply Records Unit copiers and their products have proven reliable and well priced. We have examined our copier needs in both Investigations and Administration and have determined that two proposed Xerox copiers will best meet our needs. These units will also have a lower monthly cost for maintenance fees than the old Investigations copier.

This proposed purchase contains a trade in allowance for the color Canon copier in Investigations and the old Canon Records copier currently abandoned and sitting in the hallway.

The costs for the proposed purchase and maintenance charges are as follows:

Xerox Colorcube 9201 Copier	\$18,378.00
Xerox WC6400XF B&W Copier	\$5,728.00
Total Purchase	\$24,106.00

Estimated per copy maintenance cost for Investigations copier will be \$232.00 per month which compares favorably with the current monthly average maintenance cost of

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\$426.00. The expense for the copier monthly maintenance is budgeted in the Investigation cost center- 2130.756420.

We had originally proposed to lease the copiers as in the past but upon closer review the lease costs were nearly \$7,000 over the five year lease period making the purchase of these units more cost effective. We have discussed the purchase with Finance Director Tim Sexton and IT Manager Larry McGhinnis and they support funding this purchase from Technology Reserve and transferring the Investigations lease budget of \$5,560 from 2130.788400 to Technology Reserve for both FY2010 and FY2011.

Deputy Chief Rollins and I believe the proposed trade in and purchase of these copiers will best service our needs and respectfully request Village Board of Trustee approval.

C Dep. Chief Pat Rollins
 Finance Director Tim Sexton
 IT Manager Larry McGhinnis