

**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 : Scott Niehaus, Village Manager
DATE : April 28, 2015 Agenda Date: May 7, 2015
TITLE : Request Authorization to Replace Six copiers using the Xerox State of Illinois Joint Purchasing Contract
SUBMITTED BY: Timothy Sexton, Director of Finance

RESULTS:

Date Bids Were Published	<u> N/A </u>	Bidding Closed	<u> N/A </u>	
Bid Security Required		Yes	<u> X </u>	<u> No </u>
Performance Bond Required		Yes	<u> X </u>	<u> No </u>
Were Any Bids Withdrawn		Yes	<u> X </u>	<u> No </u>
Explanation:				
Waiver of Bids Requested?		Yes	<u> X </u>	<u> No </u>
If yes, explain:				
Award Recommended to Lowest Responsible Bidder?		<u> X </u> Yes		<u> No </u>
If no, explain:				

FISCAL IMPACT:

Engineer's Estimate/Budget Estimate : Approx. \$37,250 for maintenance for the 6 copiers and \$16,160 to replace one color copier.
Amount of Award: Approx. \$25,900 per year plus \$2,578 for Purchase & Accessories
101.120.510.75730 for lease and overage costs / 640.840.840.73920 for purchase of 2 copiers

BACKGROUND

The Village of Lombard uses Xerox copiers in each department. After reviewing the Xerox State of Illinois Joint Purchasing Contract, staff calculated a 3 year savings of approximately \$31,480 compared to our current contracts.

RECOMMENDATION:

Staff recommends the Village BOT award a three year contract to Xerox, using the State of Illinois Joint Purchasing Contract, to provide the Village with a lease/maintenance agreement for four copiers and purchase/maintenance agreement for two copiers.

Has Recommended Bidder Worked for Village Previously	<u> X </u> Yes	<u> </u> No
If yes, was quality of work acceptable	<u> X </u> Yes	<u> </u> No
Was item bid in accordance with Public Act 85-1295?	<u> X </u> Yes	<u> </u> No
Waiver of bids - Public Act 85-1295 does not apply	<u> </u> Yes	

REVIEW (as needed):

Village Attorney XX <u><i>Scott Niehaus</i></u>	Date <u>4/29/15</u>
Finance Director XX <u><i>Timothy Sexton</i></u>	Date <u>4/28/15</u>
Village Manager XX _____	Date _____