

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION  
For Inclusion on Board Agenda

\_\_\_\_\_ Resolution or Ordinance (Blue) \_\_\_\_\_ *Waiver of First Requested*  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
  X   Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: June 4, 2019 (COW)(B of T) June 20, 2019

TITLE: Approval of a Three (3) Year Agreement with Konica Minolta in the Amount of \$27,360, for Managed Print Services

SUBMITTED BY: Timothy Sexton, Director of Finance

**FISCAL IMPACT:**

Amount of Award: \$9,120 per year for 3 years; Total cost of Managed Print Services contract for 36 months, to include maintenance agreement and toner: \$27,360 (101.120.510.75730).

**BACKGROUND/POLICY IMPLICATIONS:**

The Village of Lombard currently uses desktop and multi-function printers within each department, with an estimated annual cost of \$26,280. Staff has calculated a monthly savings of approximately \$1,430 with an estimated 3-year savings of \$51,480 by reducing the number of printers throughout the Village and putting them on a Managed Print Services agreement with a fixed rate per printer for maintenance and toner costs.

**RECOMMENDATION:**

Staff recommends the Village Board of Trustees approve a three (3) year agreement with Konica Minolta in the amount of \$27,360 for Managed Print Services.

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X <u>Timothy Sexton</u>	Date <u>6/6/19</u>
Village Manager X <u>Scott Niehaus</u>	Date <u>6/6/19</u>

**NOTE:** All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.