

**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 : October 24, 2017 Agenda Date: November 2, 2017  
TITLE : Motion to Approve Lease Agreement/Service Maintenance Contract with Konica-Minolta to Replace Thirteen (13) Copiers Using the National Joint Powers Alliance (NJPA) Purchasing Contract # 083116-KON  
SUBMITTED BY: Timothy Sexton, Director of Finance

**RESULTS:**

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Were Any Bids Withdrawn                      Yes     X     No  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

**FISCAL IMPACT:**

Budget Estimate: Approx. \$44,500 annual cost for equipment leases, service maintenance contracts, and cost of copies for 13 copiers across all Village departments.

Amount of Award: Approx. \$34,000 per year for 5 years; Total cost of contract for 60-month lease, maintenance agreements, and copies: Approx. \$170,000. (101.120.510.75730)

**BACKGROUND**

The Village of Lombard currently uses Xerox copiers in each department, with an annual cost of \$44,500. After an extensive research process by the Village's Copier Committee, staff calculated a monthly savings of approximately \$950 with an estimated five-year savings of \$57,000 under the Konica-Minolta agreement/contract compared to our current Xerox contracts.

**RECOMMENDATION:**

Staff recommends the Village Board of Trustees award a five year contract to Konica-Minolta, using the National Joint Power Alliance (NJPA) contract, to provide the Village with a lease agreement/maintenance contract for thirteen (13) copiers.

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

**REVIEW (as needed):**

Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager XX     SCOTT NIEHAUS     Date     10-25-17