



To: Tim Sexton
Finance Director

From: Larry McGhinnis
IT Manager

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Subject: Copier Purchase and Replacement Program

During the budget process over the last couple of years, discussions took place on the replacement of some of the Village copy machines due to mechanical problems and age. One of the IT projects this year is to replace the copier located at the front desk area of the Village Hall. While preparing for this project it was brought to my attention that the large black and white copier in the Village Hall needs to be replaced.

Former Finance Director Len Flood asked me to work with Carol Bauer on a project to replace the large copier. During my discussion with Len, it was determined that we should look at all the copiers.

I met with Carol and we decided to put together a copier team. The team members are Carol Bauer, Village Manager's Office; Gina Sanders, Finance Department; Linda Herza, Fire Department; Janet Downer, Community Development and myself. The task for the team was to find a solution for replacing the large copier in the Village Hall. During our initial conversations it was determined that the color copier began to have routine mechanical problems, usually when it was needed the most, and that it should also be replaced. Another copier that was having numerous mechanical problems due to aging is the one located downstairs at the Village Hall that is shared by the Fire Department and Community Development Department. The service technicians are struggling to find the repair parts they need due to the age of the equipment and they are using used parts from other machines.

The team decided that if we were going to visit vendor sites for demos that we should take the extra time and view all the copiers that could replace our worn out equipment. It was also determined that if we could get all the copiers from one vendor, then maintenance, pricing and on-going support would be more cost effective. The team decided to request both leasing and purchase pricing options to allow us to make the best recommendation for the Village.

After considerable discussion, the team narrowed the copier field down to just four copier manufacturers. The manufacturers included Minolta, Xerox, Canon and Ricoh. The copiers we are looking to replace include the Village Hall upper level large black and white copier and color copier in the mailroom, the small copier at the front counter, the Village Hall lower level copier and the copier at Fire Station Two (which is inoperable and unrepairable).

To improve productivity and efficiency, several of the features we found to be of importance are quality of service (based on reference calls), performance of the machines, additional options (C and Z folding, booklet maker, color scanning), ease of operation, network capabilities, dual head scanning, etc.

The committee spent a considerable amount of time over the past several months reviewing and evaluating each of the vendor's equipment and the various options available. It was determined that the Xerox equipment offered all the options that the committee felt would enhance production and efficiency of Village operations. The Xerox equipment will streamline copying/printing projects that previously required two or more steps down to a single run process, thus saving time and money. The Village will now have the options of running large and complex print jobs in-house that were previously outsourced.

Pricing from the four vendors ranged from \$87,355 to \$103,097. After much deliberation, the copier team recommends that the Village Board authorize the signing of a purchase agreement with Xerox for the replacement of the 5 older copiers and one additional small copier in an amount not to exceed \$98,201. Xerox is the only vendor that can provide the Village with all the options the committee is recommending. The price includes installation, implementation, training, and the removal of the old copiers.

The maintenance and support cost, which includes all the toner supplies, will be locked in for one year. The costs for the large black and white copier are \$515 a month that includes the first 50,000 copies then \$.0039 per copy for anything over 50,000. The color copiers have a monthly cost of \$25.00 plus \$.079 for color copies over 250 and \$.0079 for black and white copies. The three smaller copiers have a \$.0129 cost per copy.