

0902/13

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: David A. Hulseberg, Village Manager
DATE: April 8, 2009 Agenda Date: April 16, 2009
TITLE: Replacement of 2 Police Department Copiers

SUBMITTED BY: Pat Rollins, Deputy Chief of Police

RESULTS:

Date Bids Were Published: N/A
Total Number of Bids Received: N/A
Total Number of Bidders Meeting Specifications: N/A
Bid Security Required: Yes No
Performance Bond Required: Yes No
Were Any Bids Withdrawn: Yes No
Explanation: Yes No
Waiver of Bids Requested? Yes No
Award Recommended to Lowest Responsible Bidder: Yes No
If no, explain:

FISCAL IMPACT:

Technology Reserve Fund \$23,156

BACKGROUND/RECOMMENDATION:

Staff recommends the replacement of two copiers by purchasing two Xerox machines for \$23,156. This will also allow the monthly maintenance be pooled with other village machines. Xerox copiers have color scanning capabilities which are in need for scanning images of reports and photos at the police department. Staff recommends the village manager the authority to sign a contract with Xerox for the purchase of the two units and maintenance agreement.

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

REVIEW (as needed):

Finance Director *[Signature]* XX
Village Manager *[Signature]* XX
Date 4/8/09
Date 4/18/09

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



Memorandum

To: David A. Hulseberg AICP, ICMA-CM
Village Manager

From: Pat Rollins, Deputy Chief of Police

Date: April 8, 2009

Subject: Replacement of two copiers at the Police Department

Background: This memorandum provides background and a recommendation to approve Xerox for the replacement of the police department's main copier and front desk copier/scanner/fax machine.

The police department's main copier was purchased back in December 2003. The unit has been a strong workhorse for the police department since its inception. However, as five plus years have passed the unit's maintenance and upkeep has increased along with the downtime for service repairs. Technology has improved and newer innovations are now available, such as color scanning on black and white copy machines. \$32,000 has been budgeted in the technology reserve fund to replace our copier this fiscal year.

Larry McChinnis and I looked at two vendors for replacement of our copier. The police department's current vendor, Canon and the village hall's current vendor, Xerox. The police department currently has six copiers from Canon. We have a monthly 50,000 copies fleet maintenance agreement with Canon that covers most of the copiers. (The color copier is not included as well as the front desk unit) The village hall does not currently have a fleet maintenance agreement as they pay per copier for monthly maintenance with Xerox per machine per individual copy/prints made on each device.

The police department has two units that we are recommending to be replaced, the main copier in Records and the copier/fax/scanner at the front desk. The unit at the front desk is not included on the fleet maintenance agreement and we pay a monthly usage. Replacing this device will save monthly costs and better improve the efficiency of the desk clerk's work.

Both vendors provided specifications on their products, cost to purchase and monthly costs for maintenance. After meeting with Xerox, they are proposing a pool maintenance agreement now for maintenance of the four

April 8, 2009

units at the hall and fire departments, thus saving additional monthly costs for the entire village. Canon's purchase price of the two units totaled \$23,500. Xerox purchase price of the two units totaled \$23,156. The cost of the two devices is \$8,844 under what was budgeted if Xerox is selected. In addition, the village's current monthly costs will go down for maintenance by opting to participate in the pool maintenance agreement now being offered by Xerox to the village.

Recommendation: Staff recommends the replacement of two copiers by purchasing two Xerox machines for \$23,156. This will also allow the monthly maintenance be pooled with other village machines. Xerox copiers have color scanning capabilities which are in need for scanning images of reports and photos at the police department. Staff recommends the village manager the authority to sign a contract with Xerox for the purchase of the two units and maintenance agreement.