

VILLAGE OF LOMBARD

REQUEST FOR BOARD OF TRUSTEES ACTION

For Inclusion on Board Agenda

BIDS AND PROPOSALS

President and Village Board of Trustees

William T. Lichter, Village Manager

December 18, 2007 Agenda Date: January 3 2008

Xerox Purchase Agreement

SUBMITTED BY: Larry Mcginnis, IT Manager

RESULTS:

Date Bids Were Published: /-/ Date Bidding Closed: /-/

Total Number of Bids Received

Total Number of Bidders Meeting Specifications

Bid Security Required

Performance Bond Required

Were Any Bids Withdrawn

Explanation

Waiver of Bids Requested?

If yes, explain:

Award Recommended to Lowest Responsible Bidder

If no, explain:

FISCAL IMPACT:

See attached memo from IT Manager

BACKGROUND/RECOMMENDATION:

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 XX

*James J. ...*

Village Manager XX

Date 12/19/07

Date 12/19/07

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.

070749



To: Tim Sexton  
Finance Director

From: Larry McGinnis  
IT Manager

Date: December 19, 2007

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.

Funding for this project will come from the Technology Reserve Account. 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.

# XEROX®

## Purchase Agreement

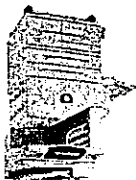


Photo for Display Only

Install: VILLAGE OF LOMBARD

VILLAGE HALL FRONT

Desk

255 E Wilson Ave

Lombard, IL 60148-3931

Bill To: VILLAGE OF LOMBARD

255 E Wilson Ave

Lombard, IL 60148-3931

State or Local Government Negotiated Contract : 072164800

### Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. WCP123 (WCP123 DADF-FAX-SCAN)	- 123-128 Stand - 1k Sheet Finish Oct2	Purchase Price: \$4,254.00	- Xerox 5318/20/22 S/N 1M2454562 Trade-In	1/10/2008

### Maintenance Pricing

Item	Monthly Minimum Payment	Meter	Print Charges Volume Band	Per Print Rate	Maintenance Plan Features
1. WCP123	\$0.00	1: Total	All Prints	\$0.0129	- Terms: 12 Months - Consumable Supplies Included for all prints
Total	\$0.00	Minimum Payments (Excluding Applicable Taxes)			

**Maintenance Pricing**

Item	Monthly Payment	Meter	Print Charges	Per Print Rate	Maintenance Plan Features
1. WCP123	\$0.00	1: Total	All Prints	\$0.0129	- Term: 12 Months - Consumable Supplies Included for all prints
<b>Total</b>	<b>\$0.00</b>	<b>Minimum Payments (Excluding Applicable Taxes)</b>			

**Solution**

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. WCP123 (WCP123 DADF-FAX-SCAN)	- 123-128 Stand - 1k Sheet Finish Oct2	Purchase Price: \$4,254.00	- Lanier (parts/3m) 7320 - Trade-In to Xerox	1/10/2008

Bill To: VILLAGE OF LOMBARD

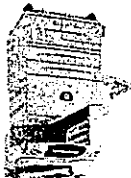
255 E Wilson Ave  
Lombard, IL 60148-3931

Install: LOMBARD, VILLAGE OF

File #2  
2020 S Highland Ave  
Lombard, IL 60148-4936

State or Local Government Negotiated Contract : 072164800

Photo for Display Only



**Purchase Agreement**

**XEROX®**

**Maintenance Pricing**

Item	Monthly Minimum Payment	Meter	Print Charges Volume Band	Per Print Rate	Maintenance Plan Features
1. WC123	\$0.00	1: Total	All Prints	\$0.0129	- Term: 12 Months - Consumable Supplies Included for all prints
Total	\$0.00	Minimum Payments (Excluding Applicable Taxes)			

**Solution**

Item	Product Description	Agreement Information	Requested Install Date
1. WC123 (WC123 DUPLEX/DADF) - 123-128 Stand		Purchase Price: \$2,911.00	1/10/2008

Bill To: VILLAGE OF LOMBARD  
255 E Wilson Ave  
Lombard, IL 60148-3931

Install: VILLAGE OF LOMBARD  
LOWER LEVEL FRONT  
Counter  
255 E Wilson Ave  
Lombard, IL 60148-3931

State or Local Government Negotiated Contract : 072164800



**Purchase Agreement**

# XEROX®

Customer: LOMBARD, VILLAGE OF

Billto: VILLAGE OF LOMBARD

255 E Wilson Ave  
Lombard, IL 60148-3931

Install: VILLAGE OF LOMBARD

255 E Wilson Ave

Lombard, IL 60148-3931

State or Local Government Negotiated Contract : 072164800

"An Outstanding Customer  
Service Experience"



J.D. Power and Associates Certified Technology  
& Support Program, developed in conjunction  
with SFA. Visit jpower.com or thisssa.com.

## Purchase Agreement

### Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. P4127CPC (4127 COPIER/PRINTER)	- Bypass Chute - D3 Stapl/finisher Rols 3 Hole - D3 Z-folder - Print Mobility Plate	Purchase Price: \$37,600.00	- Kodak Imagesource 110 - Trade-In to Xerox	1/21/2008

### Maintenance Pricing

Item	Monthly Minimum Payment	Meter	Print Charges Volume Band	Per Print Rate	Maintenance Plan Features
1. P4127CPC	\$515.00	Meter 1	1 - 50,000 50,001+	Included \$0.0039	- Term: 12 Months - Consumable Supplies Included for all prints - Meters Reconciled Quarterly - Pricing Fixed for Term
Total	\$515.00				Minimum Payments (Excluding Applicable Taxes)

### Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 5 pages including this face page.

Signer: Carol Bauer

Phone: (630)620-5712

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank You for your business!  
This Agreement is proudly presented by Xerox and  
Mary Muddoon  
(847)517-2064  
For information on your Xerox Account, go to  
www.xerox.com/AccountManagement



# XEROX®

Customer: LOMBARD, VILLAGE OF

Billto: VILLAGE OF LOMBARD

255 E Wilson Ave  
Lombard, IL 60148-3931

Install: VILLAGE OF LOMBARD

Down Stairs  
255 E Wilson Ave  
Lombard, IL 60148-3931

State or Local Government Negotiated Contract : 072164800

## Purchase Agreement

"An Outstanding Customer  
Service Experience"



J.D. Power and Associates Certified Technology  
& Support Program, developed in conjunction  
with SSA, Well (power.com or mesa.com).

## Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. W7665PC (WC 7665 COP-PRNTR)	- Pro/finisher-2/3hole - Pricop/scn Niek Cnil	Purchase Price: \$18,521.00	- Danka A50 - Trade-in to Xerox - Hewlett Packard Laserjet 4050in - Return to Vendor (CRP)	1/10/2008

## Maintenance Pricing

Item	Monthly Payment	Meter	Print Charges	Per Print Rate	Maintenance Plan Features
1. W7665PC	\$25.00	Meter 1 Meter 2	All Prints 1 - 250 251+	\$0.0079 Included \$0.0790	- Term: 12 Months - Consumable Supplies Included for all prints
Total	\$25.00	Minimum Payments (Excluding Applicable Taxes)			

## Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 9 pages including this face page.

Signer: x Phone: (630)620-5700

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank You for your business!  
This Agreement is proudly presented by Xerox and

Cara Wilkins  
(630)834-9233

For information on your Xerox Account, go to  
www.xerox.com/AccountManagement







Bill to: VILLAGE OF LOMBARD  
 255 E Wilson Ave  
 Lombard, IL 60148-3931

Install: VILLAGE OF LOMBARD  
 1st Fl  
 255 E Wilson Ave  
 Lombard, IL 60148-3931

State or Local Government Negotiated Contract : 072164800



"An Outstanding Customer Service Experience"

JD Power and Associates Certified Technology & Support Program, developed in conjunction with SSAE. Visit [jdpower.com](http://jdpower.com) or [ssaes.com](http://ssaes.com).

**Solution**

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. W7665PC (WC 7665 COP-PRNTR)	- Prod.fmr C/z Fold - Prod.finisher-2/3hol - Pricop/scn Niek Cnl	Purchase Price: \$26,476.00	- Minolta C12001 Trade-In to Xerox - Hewlett Packard Laserjet 4050in Return to Vendor (CRP)	1/10/2008

**Maintenance Pricing**

Item	Monthly Minimum Payment	Meter	Print Charges Volume Band	Per Print Rate	Maintenance Plan Features
1. W7665PC	\$25.00	1: BW 2: Color	All Prints 1 - 250 251+	\$0.0079 Included \$0.0790	- Term: 12 Months - Consumable Supplies Included for all prints
Total	\$25.00				Minimum Payments (Excluding Applicable Taxes)