



Agenda Item Summary

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Submitted By

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Reviewed By

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Agenda Item Title

A Resolution Approving a Three-Year Lease and Maintenance Agreement with Canon Solutions America for Copier Equipment at a Cumulative Three-Year Not to Exceed Cost of \$102,000 and Authorizing Execution of the Agreement

Overview

The Village's existing three-year lease agreement with Xerox Financial Services (XFS) and corresponding maintenance agreement with COTG is scheduled to expire the last week of May 2023. All seventeen copiers under this lease in our possession must be returned to XFS on or soon after this date.

Recommendation

Adopt the Resolution.

Background

In anticipation of the approaching lease end date with Xerox Financial Services, a request for proposal was prepared for the replacement of existing leased copier equipment (seventeen in total) with comparable equipment. The RFP was directly distributed to qualified vendors as well as placed on the Village's website and Demand Star. There was a strong interest in this RFP and a total of ten proposals were received from the following vendors:

Dealer/Vendor	Brand Sold
1) Marco Technologies LLC	Sharp
2) Toshiba America Business Solutions	Toshiba
3) Canon Solutions America	Canon
4) Xerox Business Solutions	Xerox
5) Sharp Business Systems	Sharp
6) Gordon Flesch Company	Canon
7) DCS/Regal Business Machines	Konica
8) ImageTec LP	HP
9) Konica Minolta Business Solutions	Konica
10) Ricoh USA	Ricoh

Each proposal was thoroughly reviewed by staff and rated in such areas as cost, vendor responsiveness, brand reputation, references, and company size. Based on these variables, the evaluation team narrowed down the proposers to the following three finalists:

- 1) Xerox Business Solutions (incumbent)
- 2) Gordon Flesch (canon dealer)
- 3) Canon Solutions America

Please be aware that while cost was one of the more important variables being evaluated, it was not the only consideration. First and foremost, it was the primary objective of the selection committee (which included CFO Drazner, Deputy CFO Kramer, and Management Analyst Pedraza) to recommend a brand and/or dealer that is well-known in the Chicago area and also has a favorable reputation.

The total spread from the highest to the lowest proposed cost is \$2,041 per month (fees range from \$4,416/month to \$2,375/month). The average monthly cost (including maintenance, usage, and lease payments) for all ten proposals equates to \$3,381.

Staff is recommending Canon Solutions America for a three-year lease and copier maintenance agreement. The estimated annual cost, which includes both the lease and usage/maintenance, is estimated at \$33,427, or approximately \$2,786 per month. While this was not the lowest proposed fee, it is below the average cost of the ten respondents. The monthly lease component will be fixed at \$2,050 per month while the maintenance cost will be based on the volume usage of the seventeen copiers, estimated at approximately \$736 per month.

Canon is ranked number #1 in terms of market share and Canon copiers have an excellent reputation for quality and reliability. Canon Solutions provided an extremely competitive proposal, lower than seven of the ten respondents. While Canon is a global brand, they are locally based in Itasca and have a service call turnaround time of no more than five hours should any issues arise with the equipment during the lease term.

Additional information is attached to this agenda item, including the Village RFP, the proposal from Canon Solutions, and a draft of the agreement for execution by the Village Manager upon Board approval of staffs' recommendation.

Fiscal Impact

Annual expense for seventeen copiers is estimated at \$33,427 for both the lease and maintenance contract (the lease component is fixed while maintenance is variable based on copy volume). This expense has been appropriated in the Finance Department Equipment Rental account #1001.41300.101.560670.

DEI Impact

N/A

Alternatives

Select another vendor

Previous Board Action

RES 20-103 on 5/4/20

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A