



Finance Department

To: Cara Pavlicek, Village Manager

Cc: Lisa Shelley, Deputy Village Manager
Paul Stephanides, Village Attorney

From: Steve Drazner, CFO

RE: Recommendation for Copier/Printer Vendor

Date: February 28, 2017

The Village's existing three year lease agreement with Toshiba Business Solutions (TBS) is scheduled to expire on April 30, 2017 and all equipment in our possession under this lease must be returned to TBS no later than this date. The current agreement covers the lease of twenty-five units of copier/printer equipment utilized throughout the Village.

In anticipation of the approaching expiration date with TBS, a request for proposal was prepared for the replacement of the existing leased equipment with similar equipment. The RFP was directly distributed to certain vendors as well as placed on the Village's website and Demand Star. There was a great deal of interest in this RFP and a total of eleven responses were received from the following vendors:

- Black Dog Solutions (Xerox)
- Proven Business Solutions
- COTG (Xerox)
- Des Plaines Office Equipment
- Impact Networking
- Image Systems & Business Solutions
- Martin Whelan (Xerox)
- Toshiba Business Solutions (Current Vendor)
- Ricoh, USA
- Sharp Business Systems
- Canon Solutions

Each proposal was thoroughly reviewed and rated in areas such as cost, responsiveness, ability to perform, vendor financial stability, and an in-person interview (for the finalists). The evaluation team (Steve Drazner, Paul Gasielki, John Kramer, Annie Lancaster, Alvin Nepomuceno, Tomas, Kilikevicius) selected the following three finalists based on the categories mentioned above:

- COTG (Xerox)
- Sharp Business Systems
- Ricoh, USA



After an in-depth interview of these three finalists, staff recommends the selection of COTG (a Xerox company). COTG provided the Village with the most complete and professional proposal, offered the most competitive prices, and sells Xerox products which are considered high quality. The evaluation team was also very impressed with this company compared to the other finalists during the interview process and believes COTG will provide excellent customer service.

The total cost under the agreement includes a base amount to lease each piece of equipment as well as a charge for the number of copies printed based on a per copy fee. The quoted fixed monthly lease amount is for eighteen units of replacement equipment and totals \$2,033 per month. In addition, COTG is providing the Village with eight laser jet printers at no charge (although copies will be billed) and these eight units will be owned by the Village and therefore not need to be return at the conclusion of the lease.

In addition to the lease costs, COTG will charge a fixed amount for each copy printed (price varies depending on whether the copy is color or black & white). Based on historical usage, it is estimated that the monthly copy charges will approximate \$1,000 per month. Therefore, the total monthly cost with COTG for both the lease/maintenance and copies is estimated at \$3,000 per month, or \$36,000 annually. This is significantly less than the amount we currently pay under the TBS contract (both for the lease and per copy costs). This expense has been budgeted in Finance Department operating account #1001.41300.101.560670.

Finally, references have been checked and there was no negative feedback.