



Agenda Item Summary

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Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving a Three Year Lease Agreement and a Three Year Maintenance Agreement with Xerox Financial Services LLC and Chicago Office Technology Group Respectively for Copier and Printer Equipment at a Cumulative Three Year Cost Not to Exceed \$108,000.00 and Authorizing Execution of the Agreements

Overview

The Village's existing three year lease agreement with Xerox Financial Services (XFS) and maintenance agreement with COTG is scheduled to expire on May 31, 2020 and all equipment in our possession under this lease must be returned to XFS no later than this date.

The existing agreement covers the lease of twenty-five units of copiers and printers used throughout the village located at Village Hall, Public Works, and the Fire Stations. However, the Village will now own eight local printers upon termination of the old lease and therefore, only seventeen pieces of new copier equipment are required under the new lease.

Staff Recommendation

Approve the Resolution

Fiscal Impact

Estimated at \$36,000 in combined annual lease payments and per copy charges. This includes a fixed monthly payment of \$1,705.47 under the new lease agreement and a variable estimated monthly amount of \$1,300 for per copy costs which also includes all necessary maintenance and supplies (excluding paper) for the leased equipment.

This expense has been budgeted in Finance Department External Support #1001.41300.101.530667.

Background

In anticipation of the approaching lease expiration date with Xerox/COTG, 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 twelve responses were received from the following vendors:

- a) Marco
- b) Gordon Flesch
- c) Impact
- d) ImageTec
- e) COTG (incumbent)
- f) Toshiba
- g) CDS
- h) Warehouse Direct
- i) Proven
- j) Ricoh
- k) Canon
- l) Genesis

Each proposal was thoroughly reviewed and rated in areas such as cost, responsiveness, ability to perform, and vendor financial stability. Based on these variables, the evaluation team narrowed down the candidates to the following three finalists and subsequently conducted in-person interviews:

- 1) Impact
- 2) Gordon Flesch
- 3) XFS/COTG (incumbent)

Based on the proposals, in-person interviews, and reference checks, it is staff recommendation that the Village execute a new three year lease agreement with the incumbent, Xerox Financial Services (lease portion) and COTG (maintenance portion). Both Xerox Financial Services and COTG (Chicago Office Technology Group) are subsidiaries of Xerox Corporation. Per Attachment E of the COTG proposal, the recommendation is to select Option #4 which will right-size each piece of copier equipment by location based on historical usage.

COTG will be responsible for de-installing, wiping hard drives, and returning all existing equipment to XFS and immediately thereafter install the new equipment before May 31, 2020.

Alternatives

Selection of a different vendor

Previous Board Action

RES 17-491 on 4/17/17

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A

Performance Management (MAP) Alignment
N/A