



Agenda Item Executive Summary

AGENDA ITEM: Copier Replacement

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount	\$26,900	Budgeted	\$48,000
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Fund: Central Service Replacement Fund	Corresponding Activity Measure: Continue to implement Technology Utilization Plan initiatives.
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EXECUTIVE SUMMARY

The Information Systems Department has reviewed proposals from three vendors – genesisONE (proposing Xerox copiers), Sharp, and Konica Minolta – for copier and managed print services. Following a comprehensive cost analysis, genesisONE is recommended as the most cost-effective and service-rich solution to meet the Village’s printing needs.

Key Benefits of genesisONE Proposal:

1. **Lowest Total 5-Year Cost:** genesisONE’s proposal has a total 5-year cost of \$38,945, including the initial purchase price and ongoing maintenance costs. This represents a savings of over \$5,000 compared to Sharp and over \$11,000 compared to Konica Minolta.
2. **Comprehensive Service:** The genesisONE package includes automated toner replenishment, a guaranteed 2-4 hour on-site response time, and quarterly usage reviews. This proactive service plan minimizes downtime and optimizes cost management.
3. **Environmental Commitment:** Through the PrintReleaf program, genesisONE offsets paper usage with reforestation efforts, supporting the Village’s sustainability goals.

Request to Waive Bidding: Given the significant cost savings, high level of service, and thorough market analysis already completed, I respectfully request that the Village Board approve the selection of genesisONE as our managed print services provider and waive the formal bidding requirement. Proceeding without additional bids will avoid delays and administrative expenses, allowing us to secure a cost-effective and sustainable solution promptly.

ATTACHMENTS (PLEASE LIST)

Memo, Resolution

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue to implement Technology Utilization Plan initiatives.

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: To approve the purchase of the new copiers from genesisONE for the amount not to exceed \$29,600.

Village of Bartlett

Finance Department Memo

2024 – 12

Date: November 7, 2024

TO: Paula Schumacher, Village Administrator

FROM: John Peebles, Information Technology Coordinator

SUBJECT: Copier Replacement

After thoroughly reviewing copier proposals, I recommend we select genesisONE (proposing Xerox copiers) for our managed print services. This proposal provides the best balance of affordability and service quality, ensuring we efficiently meet our printing needs. Here is a breakdown of the upfront and ongoing costs for genesisONE’s proposal compared with other vendors.

Upfront Costs of Copiers

- **genesisONE (xerox):** \$26,900 for three copiers
- **Sharp:** \$32,598.83 for three copiers
- **Konica Minolta:** \$33,915.24 for three copiers

Ongoing Costs of Printing (5-Year Total)

Assuming 2,500 black-and-white and 2,000 color prints per month across three copiers:

- **genesisONE (xerox):** \$200.75 per month, totaling **\$12,045** over 5 years
- **Sharp:** \$200.75 per month, totaling **\$12,045** over 5 years
- **Konica Minolta:** \$277.50 per month, totaling **\$16,650** over 5 years

Total 5-Year Cost Comparison

Vendor	Upfront Cost	5-Year Printing Cost	Total Cost (5 Years)
genesisONE	\$26,900	\$12,045	\$38,945
Sharp	\$32,598.83	\$12,045	\$44,643.83
Konica Minolta	\$33,915.24	\$16,650	\$50,565.24

Recommendation and Request to Waive Bidding

GenesisONE offers the lowest 5-year total cost at **\$38,945**, saving the Village over \$5,000 compared to Sharp and over \$11,000 compared to Konica Minolta. This proposal includes automated toner replenishment, fast response times, and quarterly reviews, ensuring reliable and efficient service with cost control measures in place. Given the thorough market analysis, I recommend we waive the formal bidding requirement to avoid delays and additional administrative costs.

Thank you for considering this recommendation. Please let me know if further information is needed.

Motion:

To approve the purchase of the new copiers from genesisONE for the amount not to exceed \$29,600.

RESOLUTION 2024 - _____

**A RESOLUTION WAIVING BIDS AND APPROVING THE PURCHASE OF
REPLACEMENT COPIERS FROM GENESISONE**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

SECTION ONE: **APPROVAL.** The Agreement between the Village of Bartlett and GenesisOne for the purchase of replacement copiers (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO. **WAIVER OF BIDS.** To the extent any formal competitive bidding requirements apply to the purchase of the replacement copiers authorized by this Resolution, such competitive bidding requirements are hereby waived based on the matters set forth in the recitals of this Resolution.

SECTION THREE: **AUTHORIZATION.** The Village President is hereby authorized and directed to sign the Agreement on behalf of the Village of Bartlett.

SECTION FOUR: **SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FIVE: **REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SIX: **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Kevin Wallace, Village President

ATTEST:

Lorna Gilles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2024 - _____ enacted on November 19, 2024, and approved on November 19, 2024, as the same appears from the official records of the Village of Bartlett.

Lorna Gilles, Village Clerk