



LAKE COUNTY FOREST PRESERVES

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Preservation, Restoration, Education and Recreation

DATE: August 4, 2016

MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: Steve Neaman
Director of Finance

RECOMMENDATION: Recommend approval of a Resolution awarding a Contract to Canon Solutions America for two copiers at the General Office building for five years at \$16,760.16 annually.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The FY2016-17 budget includes \$18,000 for the annual lease of two copy machines at the General Offices. This agreement is for \$16,760.16.

BACKGROUND: The District currently leases two copiers at the General Offices. These leases are set to expire in October of this year. The purchasing department compared four copiers available through competitively procured contracts administered by the National Intergovernmental Purchasing Alliance (National IPA), National Joint Powers Alliance and the Association of Educational Purchasing Agencies, which are intergovernmental joint purchasing agencies. The best available contract and machine were from the National IPA contract. These two machines will include a finishing folder which will allow us to eliminate a leased folding machine saving the District an additional \$7,664 a year.

REVIEW BY OTHERS: Purchasing Manager, Director of Finance, Chief Operations Officer, Corporate Counsel.

PRESENTER: Steve Neaman

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT TO
CANON SOLUTIONS AMERICA FOR COPIERS**

WHEREAS, the Lake County Forest Preserve District (the “District”) desires to lease two Canon ImageRunner 7260 copiers, or equivalent, for a 60-month term (the "Products"); and

WHEREAS, in the past, the District has budgeted \$18,000.00 annually to lease the Products; and

WHEREAS, pursuant to the Illinois Governmental Joint Purchasing Act, 30 ILCS 525/1, et seq., any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units if one of the governmental units has publicly advertised for, and received, competitive, sealed bids or proposals and has awarded a contract for such personal property, supplies, and services to the lowest responsible bidder or highest ranking proposer, all in accordance with such Act; and

WHEREAS, through the National Intergovernmental Purchasing Alliance Notice of Award Contract # CP-002-13, the District has a proposal from Canon Solutions America, in response to a solicitation from DuPage County for competitive proposals, to enter into a lease agreement (the “Contract”) for the Products for five years in the amount of \$16,760.16, which is the lowest price proposal received for the Products (the “Contract Price”); and

WHEREAS, the addition of a folding finisher on the Product eliminates the need for an additional lease agreement for a separate folding machine, saving the District \$7,663.80 over the term of the Contract; and

WHEREAS, it is in the District's best interest to award the Contract for the Products to Canon Solutions America; and

WHEREAS, the Board of Commissioners hereby finds that Canon Solutions America is the lowest responsible bidder for the Products;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Award of Contract. The proposal submitted by Canon Solutions America in the amounts of the Contract Price is hereby accepted and a Contract for the Products is hereby awarded to Canon Solutions America.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized to execute the Contract for the Products in the amount of the Contract Price and in a total amount not to exceed \$90,000.00.

Section 4: Payments. The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2016.

AYES:

NAYS:

APPROVED this _____ day of _____, 2016.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____