



DATE: October 4, 2021

TO: Jessica Vealitzek, Chair
Operations Committee

Julie Simpson, Chair
Finance Committee

FROM: Steve Neaman
Director of Finance

RECOMMENDATION: Recommend approval of a Resolution awarding Contracts to Canon Solutions America, Inc. for the lease and maintenance of copiers until December 31, 2026.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: Once all lease terms have commenced, overall District expenses will equal \$21,630.12 per year allocated amongst several accounts.

BACKGROUND: The District currently leases multiple multifunction copy machines at various locations in the District. The current leases expire at different points during FY2022 and FY2023. A Request for Proposal (RFP) was issued in an effort to get copier lease contracts on the same cycle and to terminate on the same date. The lease contracts for the largest copiers at the General Offices were set to expire in January 2022. The District elected to issue an RFP for the leases at the General Offices and also to encompass within that RFP the later-expiring lease contracts for leases at all of the District's various locations. There were a total of four (4) proposals received for consideration.

An evaluation team consisting of five (5) staff members from five (5) different departments reviewed the proposals and independently assigned ratings based on a point-based matrix system. Based on that rating system, Canon Solutions America, Inc. was the favored respondent to the RFP. Canon proposes to utilize, as its proposal, its existing sales and services agreement with the County of DuPage, Illinois, awarded through Omnia Partners, an intergovernmental joint purchasing agency that advertised for such services and agreement. The specific equipment that would be leased to the District under the terms of the DuPage county agreement are listed in Exhibit A to the attached Resolution. The District's evaluation team further went off-site to Canon's testing facility in Schaumburg, Illinois to review and test the proposed equipment to be utilized by the District.

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

STATE OF ILLINOIS)) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR OCTOBER MEETING
OCTOBER 12, 2021**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “A Resolution Awarding Contracts to Canon Solutions America, Inc. for the Lease of Copiers” and requests its approval.

OPERATIONS COMMITTEE:

Date: _____ ☐ Roll Call Vote: Ayes: _____ Nays: _____

☐ Voice Vote Majority Ayes; Nays: _____

FINANCE COMMITTEE:

Date: _____ ☐ Roll Call Vote: Ayes: _____ Nays: _____

☐ Voice Vote Majority Ayes; Nays: _____

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

**A RESOLUTION AWARDING CONTRACTS TO
CANON SOLUTIONS AMERICA, INC. FOR THE LEASE OF COPIERS**

WHEREAS, the Lake County Forest Preserve District (the “District”) desires to lease copy machines and to purchase copy machine maintenance services for District-wide use (the “Services”); and.

WHEREAS, the Director of Finance and the Purchasing Manager have determined that the Services require personal confidence; and

WHEREAS, the Purchasing Manager has solicited proposals for the Services; and

WHEREAS, Canon Solutions America, Inc. submitted a proposal to provide the Services for the machines (the “Machine”), at the prices (the “Contract Prices”), listed on Exhibit A and in accordance with its existing Master Sales and Services Agreement with DuPage County, Illinois (Notice of Award Contract #FI-R-0251-18) (the “DuPage County Contract”), awarded through a competitive proposal process; and

WHEREAS, a selection committee comprised of staff reviewed the proposals and the selection committee, the Purchasing Manager, the Director of Finance, the Operations Committee and the Finance Committee, recommend that the Board of Commissioners (i) find that the proposal submitted by Canon Solutions America, Inc. is the proposal that is most advantageous to the District and (ii) award contracts for the Services to Canon Solutions America, Inc.; and

WHEREAS, the Board of Commissioners hereby finds that the proposal submitted by Canon Solutions America, Inc. is the proposal that is most advantageous to the District and that it is in the best interest of the District to award contracts for the Services to Canon Solutions America, Inc., on the same terms as provided in the DuPage County Contract (the “Contracts”) and in the amounts of the Contract Prices;

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 a part of this Resolution by this reference.

Section 2: Award of Contracts. The proposal submitted by Canon Solutions America, Inc. is hereby accepted. A separate contract for each Machine, in the amount of the Contract Price for that Machine and in the form of the attached lease schedule incorporating the DuPage County Contract by reference, is hereby awarded to Canon Solutions America, Inc. (collectively, the “Copier Lease Contracts”).

Section 3: Execution of Contracts. The Executive Director of the District is hereby authorized and directed to execute a Copier Lease Contract for each Machine at such time as such Machine is necessary or convenient for District use.

Section 4: Payments. The Treasurer shall make payments under the Copier Lease Contracts only pursuant to and in accordance with the terms of the Copier Lease Contracts.

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 _____, 2021

AYES:

NAYS:

APPROVED this _____ day of _____, 2021

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

EXHIBIT A

| Location | Proposed Machine (Make/Model) | Monthly Cost (Lease) | Page Allowance | Overage Cost per page (B&W) | Overage Cost per page (Color) | Lease Commencement |
|---|----------------------------------|-------------------------|-------------------|--------------------------------------|--|-----------------------|
| General Offices – Third Floor (2 machines) 1899 W Winchester Road, Libertyville, IL 60048 | IMAGERUNNER ADVANCE DX C7765I | \$413.24 | B&W:0 Color:0 | .0045 | .038 | 01/2022 |
| Ryerson Woods Welcome Center 21950 Riverwoods Rd, Riverwoods, IL 60015 | IMAGERUNNER ADVANCE DX C3725I | \$108.95 | B&W:0 Color:0 | .0055 | .045 | 10/2023 |
| Greenbelt Cultural Center 1215 Green Bay Rd, North Chicago, IL 60064 | IMAGERUNNER ADVANCE DX C3725I | \$108.95 | B&W:0 Color:0 | .0055 | .045 | 06/2023 |
| ThunderHawk Golf Club 39700 Lewis Ave, Beach Park, IL 60099 | IMAGERUNNER 1643IF | \$22.57 | B&W:0 Color:0 | .009 | | 10/2021 |
| Countryside Golf Club 20800 W Hawley St, Mundelein, IL 60060 | IMAGERUNNER 1643IF | \$28.02 | B&W:0 Color:0 | .009 | | 08/2022 |
| Operations – Central Offices 19808 W Grand Ave, Lake Villa, IL 60046 | IMAGERUNNER ADVANCE DX C3725I | \$108.95 | B&W:0 Color:0 | .0055 | .045 | 08/2023 |
| Public Safety 19808 W Grand Ave, Lake Villa, IL 60046 | IMAGERUNNER ADVANCE DX C3725I | \$90.58 | B&W:0 Color:0 | .0055 | .045 | 06/2022 |
| Operations – Reception 19808 W Grand Ave, Lake Villa, IL 60046 | IMAGERUNNER ADVANCE DX C3725I | \$90.58 | B&W:0 Color:0 | .0055 | .045 | 12/2022 |
| Operations – Central Supply 19808 W Grand Ave, Lake Villa, IL 60046 | IMAGERUNNER ADVANCE DX C3725I | \$90.58 | B&W:0 Color:0 | .0055 | .045 | 06/2022 |
| General Offices – Dunn Museum 1899 W Winchester Road, Libertyville, IL 60048 | IMAGERUNNER ADVANCE DX C3725I | \$108.95 | B&W:0 Color:0 | .0055 | .045 | 10/2023 |
| General Offices – Reception 1899 W Winchester Road, Libertyville, IL 60048 | IMAGERUNNER ADVANCE DX C3725I | \$108.95 | B&W:0 Color:0 | .0055 | .045 | 12/2022 |
| Independence Grove Forest Preserve 16400 Buckley Road, Libertyville, IL 60048 | IMAGERUNNER ADVANCE DX C3725I | \$108.95 | B&W:0 Color:0 | .0055 | .045 | 01/2023 |



Canon Solutions America, Inc. ("CSA")
One Canon Park, Melville, NY 11747
(800)-613-2228

Lease Schedule ("Schedule") - Blended (SER-800)

Page 1 of 1

Customer:

Agreement #: MA4655

CFS App #:

Transaction #:

Salesperson: Carmel A Macnamara

Order Date:

| | | | |
|--|---------------------------------|---|--|
| Billing Information | | Customer Account: | |
| Company: | | Payment Information | |
| DBA: | | Listed Items Lease Term | # of Lease Payments |
| Address: | | Months | |
| Address 2: | | Payment* (*Plus Applicable Taxes) | CFS Invoicing |
| City: | | Total | Lease Payment shall be invoiced Monthly |
| State: | | Due at Signing | |
| Zip: | | # of Payments in Advance | Total Due at Signing |
| Contact: | | | |
| Email: | | | |
| County: | | Equipment Maintenance Information | |
| Phone # | | Maintenance included for all Equipment | |
| Fax #: | | Excess Per Image Charge invoiced Monthly by | |
| | | Per Unit Coverage Plan | |
| | | Fixed Price Plan | |
| | | Other Transaction Details | |
| | | Purchase Option: Fair Market Value | |
| Covered Device - Rider A (Office Equip/Cut Sheet Production) | | Covered Images Included in Payment | |
| | | Excess Per Image Charge(s) | |
| | | B&W: | Color: |
| Item Code | Listed Items Description | Qty | Ship To & Maintenance Billing Information |
| | | | Shipping: |
| | | | Address 2: |
| | | | City: |
| | | | County: |
| | | | State: |
| | | | Zip: |
| | | | Primary Customer Contact: |
| | | | Phone #: |
| | | | Email: |
| | | | Meter Contact: |
| | | | Phone #: |
| | | | Email: |
| | | | IT Contact: |
| | | | Phone #: |
| | | | Email: |
| | | | Billing: |
| | | | Address 2: |
| | | | City: |
| | | | County: |
| | | | State: |
| | | | Zip: |
| | | | Billing Contact: |
| | | | Phone #: |
| | | | Email: |
| | | | Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5 |
| Additional Requirements: | | Consumables: Toner, Staples Inclusive | |
| | | Meter Method: imageWare Remote | |
| | | Corporate Advantage | |
| | | For CSA USE ONLY: | |
| | | Config: A 60378701 | |
| OC: COUNTY OF DUPAGE CONTRACT FI-R-0251-18 | | | |
| THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"). TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS , AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CSA AND LESSOR AS PROVIDED IN THE LEASE TERMS. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE. | | | |
| Customer Authorized Signature: | | Printed Name: | Title: |
| | | | Date: |
| ACCEPTANCE CERTIFICATE | | | |
| To: CSA and Lessor: Customer certifies that (a) the Listed Items referred to in the above Schedule have been received, (b) installation has been completed, (c) the Listed Items have been examined by Customer and are in good operating order and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule. | | | |
| Authorized Signature: | | Printed Name: | Title: |
| | | | Date: |
| For Internal Purposes Only: | | | |
| CFS Authorized Signature: | | Printed Name: | Title: |
| | | | Date: |