



# Lake County Forest Preserves

General Offices  
1899 West Winchester Road  
Libertyville, Illinois 60048  
847-367-6640 • Fax: 847-367-6649  
www.LCFPD.org

**DATE:** October 4, 2021

**TO:** Jessica Vealitzek, Chair  
Operations Committee

Julie Simpson, Chair  
Finance Committee

**Agenda Item#** 11.6

**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, Corporate Counsel.



**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

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Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_

**EXHIBIT A**

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

Customer:

CFS App #:

Salesperson: Carmel A Macnamara

Agreement #: MA4655

Transaction #:

Order Date:

Payment Information		Equipment Maintenance Information	
Listed Items Lease Term	# of Lease Payments	Maintenance included for all Equipment	
Months		Excess Per Image Charge invoiced Monthly by	
Payment* (*Plus Applicable Taxes)	CFS Invoicing	Per Unit Coverage Plan	
Total	Lease Payment shall be invoiced Monthly	Fixed Price Plan	
Due at Signing		Other Transaction Details	
# of Payments In Advance	Total Due at Signing	Purchase Option: Fair Market Value	

Covered Images Included in Payment	Excess Per Image Charge(s)
B&W: Color:	B&W: Color:

Listed Items Description	Qty	Ship To & Maintenance Billing Information			
		Shipping:		Delivery Date:	
		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 <span style="float: right;">Corporate Advantage</span>
<b>For CSA USE ONLY:</b>
Config: A   60378701

INCORPORATES THE TERMS OF THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS "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 LEASE, THESE 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 ARE AVAILABLE AT [WWW.IMAGEWARE.COM/CUSTOMERDOCUMENTS](http://WWW.IMAGEWARE.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 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 REVIEWED AND ACCEPTED BY CUSTOMER AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.

Printed Name:	Title:	Date:
<b>ACCEPTANCE CERTIFICATE</b>		
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 (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule.		
Printed Name:	Title:	Date:
Printed Name:	Title:	Date:

\*\*Requires ImageWARE Remote