

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:**

**Contract #:** C21-0020

**Start date:** 5/26/2020

**End date:**

**Amount:**

**Department:** IT

**Contract Type:** MFP

**Contractors Name:** Konica Minolta

**Status of Ownership:** N/A

**Status of Sub:** N/A

**Certification:** Attached  Self-Certifying  Did not disclose

**Contract Description:** PO# 22000591 - MFP Lease, Maintenance and Supplies  
1. 2022-0767 - Purchased 3 HP Large Format Scanner/Printer in an amount not-to-exceed \$36,753.36 (PO# 22002248)



# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
www.orlandpark.org

## Master

**File Number: 2022-0767**

**File ID:** 2022-0767

**Type:** MOTION

**Status:** IN BOARD OF TRUSTEES

**Version:** 0

**Reference:**

**Controlling Body:** Board of Trustees

**File Created Date :** 09/27/2022

**Agenda Entry:** HP Large Format Scanner/Printer Purchase

**Final Action:**

**Title:** HP Large Format Scanner/Printer Purchase

### Notes:

**Sponsors:**

**Res/Ord Date:**

**Attachments:** EXHIBIT A

**Res/Ord Number:**

**Drafter:**

**Hearing Date:**

**Department**

**Effective Date:**

**Contact:**

**Related Files:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Information Technology Department	10/17/2022	INTRODUCED TO BOARD	Board of Trustees	10/17/2022	10/17/22	Passed

### Text of Legislative File 2022-0767

..Title

HP Large Format Scanner/Printer Purchase

#### History

The Village's three (3) existing large format scanner/plotter devices are beyond their useful life, breakdown frequently, and no longer meet the requirements of departments that utilize them. Staff determined that these devices needed to be replaced and included their request in the FY2022 proposed budget. Subject matter experts from Development Services, Engineering, Programs and Services, Information Technology, Public Works, and Recreation and Parks developed requirements and attended a show room demonstration of wide format scanner/plotter devices using sample Village large format files and drawings. They determined that two (2) HP DesignJet T2600DR 36-inch scanner/plotter devices would meet the requirements of staff located at Public Works and Village Hall. They also determined that one (1) HP DesignJet Z6DR 44-inch large format graphics printer would meet the requirements of the primary users located at Recreation Administration, as well as Communication and Marketing staff located at Village Hall.

Staff requested both lease and purchase quotes from Konica Minolta using the Sourcewell cooperative purchase contract pricing. A five-year lease for these devices would cost the Village \$60,016.80. Purchasing these devices would cost the Village \$36,753.36. The leasing option is appropriate when the useful life of the equipment is four to five years, frequent maintenance is required, and if the lease includes maintenance, toner, and supplies. The proposed lease of these large format scanner/plotter devices does not include those items. Therefore, staff recommends purchasing these devices resulting in a \$23,263.44 in cost savings. The purchase price includes setup, installation, training, and removal and disposal of the existing equipment as itemized in Exhibit A-Order Package Acceptance Agreement. If properly used and maintained, the new large format HP devices should have a useful life of six to eight years. Maintenance will be contracted on a time and materials basis as needed rather than purchasing a maintenance agreement.

**Financial Impact**

Funds designated for the purchase of these large format scanner/plotter devices were approved by the Board of Trustees in the FY2022 budget.

**Recommended Action/Motion**

I move to approve the purchase of three HP large format scanner/plotter devices from Konica Minolta using Sourcewell Contract #030321-KON for an amount not to exceed \$36,753.36.

# Order Package Acceptance Agreement

Customer Name/Address:

VILLAGE OF ORLAND PARK  
14700 S RAVINIA AVE  
ORLAND PARK, IL 60462-3134

Customer's signature below constitutes Customer's acceptance of the preceding forms in this Order Package (as identified by Order Package ID S00641630 time stamped 10/04/22 02:17 PM).

This Order Package is governed by the terms and conditions of the Master Agreement contract between Konica Minolta Business Solutions U.S.A., Inc. and SOURCEWELL 030321-KON dated 04/22/2021 terms of which are incorporated into this agreement. If payment by credit card is indicated above, Customer hereby grants KMBS the authority to charge the Customer's credit card in the amount indicated (plus applicable taxes). KMBS assumes no responsibility to pick-up, return to any party, and/or resolve any financial obligations on any existing Customer equipment except as specifically stated in this Agreement or separately executed form.

Not binding on KMBS until signed by KMBS Manager.

**Authorized Customer Representative**

Name: George Koczwar  
(Please Print)

Signature: [Signature]

Title: Village Manager

Date: 10-21-22

**KMBS Representative**

Name: Zachary Speaker  
(Please Print)

Signature: [Signature]

Date: 10/4/2022

**KMBS Manager**

Name: Asterette Tobin  
(Please Print)

Signature: [Signature]

Date: 10/4/2022

# Order Agreement

Check Applicable Box  Purchase  Lease  Other:

<b>VOICE TO</b> Account #	<b>SOLD TO</b> Account # SO 0000144299	<b>SHIP TO</b> Account #
Legal Name VILLAGE OF ORLAND PARK	Legal Name VILLAGE OF ORLAND PARK	Legal Name VILLAGE OF ORLAND PARK
Attn Line 1 DAVE BUWICK	Attn Line 1	Attn Line 1 DAVE BUWICK
Attn Line 2	Attn Line 2	Attn Line 2
Street Address 14700 S RAVINIA AVE	Street Address 14700 S RAVINIA AVE	Street Address 14700 S RAVINIA AVE
City ORLAND PARK State IL Zip 60462-3134	City ORLAND PARK State IL Zip 60462-3134	City ORLAND PARK State IL Zip 60462
Tax Exempt <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Copy Required)	Tax Exempt # XXX	
P.O. Required <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Copy Required)	P.O. #	P.O. Expiration Date

<b>Payment Terms:</b>	<input type="checkbox"/> Yes, I want to pay by Credit Card. Please provide contact name/phone below.	<b>Check</b> Amount
<b>TERMS SET BY MASTER AGREEMENT</b>	<input type="checkbox"/> Pay in Full (including applicable tax) <input type="checkbox"/> Partial Payment, Amount \$	
	Contact Name:	<b>Check #</b>
	Phone:	

Requested Delivery Date: SEE ATTACHED Maintenance Contract  Accepted  Declined

QTY	MATERIAL #	MATERIAL DESCRIPTION	SERIAL NUMBER	PRICE EACH	EXTENDED
2	3EK15FB1K	HP DESIGNJET T2600DR 36IN PS MFP P		\$ 11,515.20	\$ 23,030.40
2	7640020221	HP WIDE FORMAT DELIVERY CHARGE		\$ 112.00	\$ 224.00
2	CN538A	HP DESIGNJET 3-IN SPINDLE ADAPTER		\$ 11.52	\$ 23.04
2	1XB25A	HP 730F 300ML YELLOW INK NEW		\$ 175.42	\$ 350.84
2	1XB26A	HP 730F 300ML MAGENTA INK NEW		\$ 175.42	\$ 350.84
2	1XB27A	PP 730F 300ML CYAN INK NEW		\$ 175.42	\$ 350.84
2	1XB28A	HP 730F 300ML PHOTO BLACK INK NE		\$ 175.42	\$ 350.84
2	1XB29A	HP 730F 300ML GRAY INK NEW		\$ 175.42	\$ 350.84
2	1XB30A	HP 730F 300ML MATTE BLACK INK NE		\$ 172.42	\$ 344.84
2	H4518E	HP DESIGNJET NETWORK INSTALL 400		\$ 699.00	\$ 1,398.00
1	T8W18FB1K	HP DESIGNJET Z6DR 44-IN PS PTR V-T		\$ 6,845.00	\$ 6,845.00
1	7640020221	HP WIDE FORMAT DELIVERY CHARGE		\$ 112.00	\$ 112.00
1	7640020208	PROFESS SERVICES BY KMBS NEW		\$ 1,200.00	\$ 1,200.00
1	CN538A	HP DESIGNJET 3-IN SPINDLE ADAPTER		\$ 11.52	\$ 11.52

QTY	MATERIAL #	SUPPLY - MATERIAL DESCRIPTION	PRICE EACH	EXTENDED
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		

**ADDITIONAL CHARGES**

Network  Removal  Other

Additional Charges TOTAL \$ 36,753.36  
(TOTAL is exclusive of applicable taxes)  
Total Includes Items on Schedule B

PICK-UP Requested Removal Date: 09/30/2022

QTY	MATERIAL #	MATERIAL DESCRIPTION	SERIAL NUMBER

COMMENTS

## Order Agreement Additional Equipment - Schedule B

VOICE TO Account #	SOLD TO Account # SO 0000144299	SHIP TO Account #
Legal Name VILLAGE OF ORLAND PARK	Legal Name VILLAGE OF ORLAND PARK	Legal Name VILLAGE OF ORLAND PARK
Attn Line 1 DAVE BUWICK	Attn Line 1	Attn Line 1 DAVE BUWICK
Attn Line 2	Attn Line 2	Attn Line 2
Street Address 14700 S RAVINIA AVE	Street Address 14700 S RAVINIA AVE	Street Address 14700 S RAVINIA AVE
City ORLAND PARK State IL Zip 60462-3134	City ORLAND PARK State IL Zip 60462-3134	City ORLAND PARK State IL Zip 60462

QTY	MATERIAL #	MATERIAL DESCRIPTION	SERIAL NUMBER	PRICE EACH	EXTENDED
1	P2V81A	HP 746 300-ML CHRMTD RED INK CART		\$ 168.56	\$ 168.56
1	P2V80A	HP 746 300-ML CYAN INK CARTRIDGE N		\$ 168.56	\$ 168.56
1	P2V78A	HP 746 300-ML MAGENTA INK CARTRID		\$ 168.56	\$ 168.56
1	P2V83A	HP 746 300-ML MATTE BLACK INK CART		\$ 168.56	\$ 168.56
1	P2V82A	HP 746 300-ML PHOTO BLACK INK CART		\$ 168.56	\$ 168.56
1	P2V79A	HP 746 300-ML YELLOW INK CARTRIDG		\$ 168.56	\$ 168.56
1	H4518E	HP DESIGNJET NETWORK INSTALL 400-		\$ 699.00	\$ 699.00
1	7640020208	PROFESS SERVICES BY KMBS NEW		\$ 100.00	\$ 100.00

QTY	MATERIAL #	MATERIAL DESCRIPTION	SERIAL NUMBER	PRICE EACH	EXTENDED

