

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 Koczura
(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: Antoinette Tobin
(Please Print)

Signature: [Signature]

Date: 10/4/2022

Order Agreement

Check Applicable Box

☒ Purchase

☐ Lease

☐ Other:

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	
Tax Exempt ☐ No ☒ Yes (Copy Required)		Tax Exempt # XXX			
P.O. Required ☒ No ☐ Yes (Copy Required)		P.O. #		P.O. Expiration Date	
Payment Terms: TERMS SET BY MASTER AGREEMENT		☐ Yes, I want to pay by Credit Card. Please provide contact name/phone below. ☐ Pay in Full (including applicable tax) ☐ Partial Payment, Amount \$		Check Amount Check #	
Contact Name:		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	PROFESSIONAL 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		Total includes items on Schedule B	
QTY	MATERIAL #	MATERIAL DESCRIPTION		SERIAL NUMBER	

COMMENTS

