



Legislation Text

File #: 2021-0116, **Version:** 0

Title

Next Day Plus Printer Maintenance Contract Renewal

History

Staff is currently using eighteen (18) multi-functional printers (MFPs) throughout the Village's facilities. The majority of the MFPs were purchased and maintained by Next Day Plus, but leased through HP Capital. Staff requests approval for renewal of a one-year maintenance contract with Next Day Plus. This agreement includes all parts and labor, as well as toner replenishment for nine (9) of the Village's Xerox and HP MFPs.

The other nine (9) devices not covered under this agreement are under maintenance and lease agreements with other vendors. Staff determined that the Village could more efficiently manage MFP printing and reduce cost by consolidating leases and maintenance contracts with multiple vendors into a single vendor lease and maintenance agreement utilizing a cooperative purchase contract. This transition began in January 2020 with the replacement of one (1) MFP. The other seventeen (17) MFPs will be replaced when their leases and contracts expire over the next three years.

Financial Impact

Funding for printer maintenance was included in the approved FY 2021 Budget.

Recommended Action/Motion

I move to waive bidding requirements and approve a sole source agreement for printer maintenance, supplies and support to Next Day Plus for a cost not to exceed \$38,733.