



# Naperville

## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Approve the Award of Change Order #3 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase IV

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**TYPE OF VOTE:** Simple Majority

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**ACTION REQUESTED:**

Approve the Award of Change Order #3 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase IV, to Canon Solutions America for an amount of \$25,938.24 for a four year contract period or \$6,484.56 per year, plus a 3% contingency.

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**BOARD/COMMISSION REVIEW:**

N/A

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**COUNCIL ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action
04/02/13	I7	Change Order #2
03/20/12	I7	Change Order #1
03/15/11	I5	Original Award

**DEPARTMENT:** Information Technology  
Procurement Services Team

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**SUBMITTED BY:** Michael E. Bevis, Chief Procurement Officer

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**FISCAL IMPACT:**

Budgeted Account: 010-1331-417.30-29

Budgeted Amount: \$107,500.00 (FY15) Pending Budget Approval

Contingency Percentages are based on a City Council directive that contracts under \$500,000 may receive a 5% contingency and that contracts in excess of \$500,000 may receive a 3% contingency.

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*Change Order #3 to Contract 11-117, Phase IV*

*March 4, 2014*

*Page 2 of 2*

**BACKGROUND:**

The Reprographics Division of the Information Technology Department manages the selection and placement of multi-functional copiers. For the past twelve years the City has administered a Cost-Per-Copy program (CPC). The CPC Program includes the placement of new equipment, maintenance, training, parts and supplies. Similar to a rental program, the City is buying copies not copiers. Phase IV consists of 9 machines that replace existing equipment in the following departments: Naper Settlement, NFD, TED, IT, NPD, DPU-W and DPU-E.

**DISCUSSION:**

This award is for the fourth of four total phases. Phases I, II and III were placed in 2011, 2012 and 2013 for 22, 13 and 12 copiers respectively. This contract is for Phase IV (2014). The addition of this fourth and final phase will bring the total number of multi-functional copiers to 56. Staff will begin a new Bid/RFP process this fall, in order to submit a recommendation to City Council for Phase 1 replacements in 2015.

**RECOMMENDATION:**

Approve the Award of Change Order #3 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase IV, to Canon Solutions America for an amount of \$25,938.24 for a four year contract period or \$6,484.56 per year, plus a 3% contingency.

**ATTACHMENTS:**

1. Change Order #2 (contains CO#1 and Original Award)

PRIOR ACTION



# Naperville

## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Approve the Award of Change Order #2 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase III

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**TYPE OF VOTE:** Simple Majority

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**ACTION REQUESTED:**

Approve the Award of Change Order #2 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase III, to Canon Solutions America for an amount of \$54,063.65 for a four year contract period or \$13,515.91 per year, plus a 3% contingency.

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**BOARD/COMMISSION REVIEW:**

N/A

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**COUNCIL ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action
03/15/11	I5	Original Award
03/20/12	I7	Change Order #1

**DEPARTMENT:** Information Technology  
Procurement Services Team

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**SUBMITTED BY:** Michael E. Bevis, Chief Procurement Officer

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**FISCAL IMPACT:**

Budgeted Account: 010-1331-417.30-29

Budgeted Amount: \$111,000.00 (FY14) Pending Budget Approval

Contingency Percentages are based on a City Council directive that contracts under \$500,000 may receive a 5% contingency and that contracts in excess of \$500,000 may receive a 3% contingency.

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*Change Order #2 to Contract 11-117, Phase II  
April 2, 2013  
Page 2 of 2*

**BACKGROUND:**

The Reprographics Division of the Information Technology Department manages the selection and placement of multi-functional copiers. For the past eleven years the City has administered a Cost-Per-Copy program (CPC). The CPC Program includes the placement of new equipment, maintenance, training, parts and supplies. Similar to a rental program, the City is buying copies not copiers. Phase III consists of 12 machines that replace existing equipment in the following departments: Naper Settlement, NFD, Finance, NPD, DPW and DPU-E.

**DISCUSSION:**

This award is for the third phase of four total phases. Phases I and II were placed in 2011 and 2012 for 22 and 13 copiers respectively. This contract is for Phase III (2013). 12 Phase IV (2014) includes 9 copiers which totals 56 copiers for all four phases. Assuming acceptable performance, staff will return to City Council for approval, by change order, to add future copiers for the fourth and final additional replacement phase.

**RECOMMENDATION:**

Approve the award of Change Order #2 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase III, to Canon Solutions America for an amount of \$54,063.65 for a four year contract period or \$13,515.91 per year, plus a 3% contingency.

**ATTACHMENTS:**

1. Change Order #1 (contains Original Award)

PRIOR ACTION



# Naperville

## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Approve Change Order #1 to Contract 11-117, Multi-Functional Copiers - Cost-Per-Copy, for Phase II

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**TYPE OF VOTE:** Simple Majority

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**ACTION REQUESTED:**

Approve the award of Change Order #1 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase II, to Canon Business Solutions for an amount of \$116,049.60 for a four year contract period or \$29,012.40 per year, plus a 3% contingency.

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**BOARD/COMMISSION REVIEW:**

N/A

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**COUNCIL ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action
03/15/11	I5	Original Award

**DEPARTMENT:** Information Technology  
Procurement Services Team

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**SUBMITTED BY:** Michael E. Bevis, Chief Procurement Officer

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**FISCAL IMPACT:**

Budgeted Account: 010-1331-417.30-29

Budgeted Amount: \$132,500.00 (FY12)

\$102,500.00 (FY13) Pending Budget Approval

Phase II - Total cost savings of \$63,630.72 over the four year contract period.

Contingency Percentages are based on a City Council directive that construction contracts under \$500,000 receive a 5% contingency and that construction contracts in excess of \$500,000 receive a 3% contingency.

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*Extension to Contract 11-117, Multi-Functional Copiers, (CPC) Phase II*

*March 20, 2012*

*Page 2 of 2*

**BACKGROUND:**

The Reprographics Division of the Information Technology Department manages the selection and placement of multi-functional copiers. For the past ten years the City has administered a Cost-Per-Copy program (CPC). The CPC Program includes the placement of new equipment, maintenance, training, parts and supplies. Similar to a rental program, the City is buying copies not copiers. Phase II consists of 13 machines for the following departments: DPU-W, NFD, DPU-E, NPD, TED, Purchasing, City Clerk, H/R, DPW and Reprographics.

**DISCUSSION:**

Due to an anticipated single unit reduction, the original copier count shown for Phase II was 12 machines. An evaluation of the work processes at the Naperville Fire Department has justified keeping an additional multi-functional copier to replace a fax machine and a printer thus making work processes and equipment maintenance more effective and efficient. The updated requested Phase II copier count is now 13 machines (see Attachment 2: Equipment List). Therefore the monthly volume will change from 126,672 to 127,172 copies. This award is only for the second phase of four total phases. Phase I was placed in 2011 for 22 copiers, this is Phase II (2012) 13 copiers, Phase III (2013) 12 copiers and Phase IV (2014) 9 copier for a total of 56 copiers for all four phases. Assuming acceptable performance, staff will return to City Council for approval, by change order, to add future copiers for each additional replacement phase.

**RECOMMENDATION:**

Approve the award of Change Order #1 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase II, to Canon Business Solutions for an amount of \$116,049.60 for a four year contract period or \$29,012.40 per year, plus a 3% contingency.

**ATTACHMENTS:**

1. Original Award
2. Equipment List



# Naperville

## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Recommend Award of Bid 11-117, Multi-Functional Copiers – Cost-Per-Copy and Approve Change Order #4 Sixty-Day Extension to Contract 07-158 Multi-Functional Copiers

**TYPE OF VOTE:** Simple Majority

**ACTION REQUESTED:**  
Approve the award of Bid 11-117, Multi-Functional Copiers – Cost-Per-Copy - Phase I, to Canon Business Solutions for an amount of \$151,670.88 for a four year contract period plus a 3% contingency and Approve Change Order #4, Sixty-Day Extension of Phase I for current contract 07-158 to IKON Office Solutions for an amount not to exceed \$9,581.38.

**BOARD/COMMISSION REVIEW:**  
N/A

**COUNCIL ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action
1-19-10	I-4	Phase IV
11-18-08	I-2	Phase III
10-2-07	I 3 d	Phase II
2-20-07	H 3 b	Original Award

**DEPARTMENT:** City Manager’s Office / Reprographics  
Procurement Services Team

**SUBMITTED BY:** Michael E. Bevis, Chief Procurement Officer

**FISCAL IMPACT:**  
Budgeted Amount: \$133,768.00 (FY11)  
\$132,500.00 (FY12) \*Pending Budget Approval  
Budgeted Account: 010-1331-417.30-29

Total cost savings of \$78,282.24 over the four year contract period.



11-117, Copiers  
 March 15, 2011  
 Page 2 of 3

**BACKGROUND:**

The Reprographics Division of the City Manager’s Office manages the selection and placement of multi-functional copiers. For the past nine years the City has administered a Cost-Per-Copy program (CPC). The CPC Program includes the placement of new equipment, maintenance, training, parts and supplies. Similar to a rental program, the City is buying copies not copiers.

This bid and the program, assuming acceptable performance by the contractor, will be implemented in four phases. This award is only for the first phase. The phases and the number of corresponding replacements are: Phase I (2011), 22 copiers; Phase II (2012), 12 copiers; Phase III (2013), 12 copiers and Phase IV (2014), 9 copiers. Assuming acceptable performance, staff will return to Council for approval, by change order, to add future phases in the form of change orders for each equipment replacement phase.

Phase I consists of twenty-two replacements for the following departments: CMO Administration, Legal/Mayor’s Office, DPW, TED, NPD, NFD, DPU-E, DPU-W and Reprographics. The criteria for the replacement of these copiers includes: age, useful life and technological obsolescence as well as fulfillment of the prior contract. In addition, the City will save \$78,282.24 (based on current monthly usage and without any overages taken into account) on the first Phase of twenty-two replacement copiers over the four year contract period compared to the previous CPC Program. This includes much more functionality of the new equipment being provided as well.

**DISCUSSION:**

NOTIFICATION AND RESPONSE:

Notices Sent: 67  
 Planholders: 23  
 Bids Received: 8

<b>BIDDER</b>	<b>COST-PER-COPY</b>	<b>TOTAL*</b>
<b>Canon Business Solutions</b>	<b>.0180</b>	<b>\$322,447.68</b>
Konica Minolta Business Solutions USA, Inc.	.0196	\$351,110.32
Martin Whalen Office Solutions Inc.	.0198	\$354,693.08
Gordon Flesch Company Inc.	.02189	\$392,132.16
Ikon Office Solutions, Inc.	.02276	\$402,917.76
Nexus Office Systems, Inc.	.023	\$412,018.08
Oce North America	.027	\$483,672.38
KKC Imaging Systems	.0298	\$533,831.00

\*This amount is based on the current number of copies which were requested in the bid for all four phases. The \$151,670.88 in this agenda item is only for Phase I, however the cost-per-copy rate would stay the same if we keep the winning vendor for future Phases.

A bid was released for fifty-five CPC multi-functional copiers with eight companies responding. The bid totals are based on current monthly usage. An extensive review of the bid responses, coordination with I.T. for compatibility and a site visit to Canon Business Solutions was required



11-117, Copiers  
March 15, 2011  
Page 3 of 3

in order to view and test out the equipment in order to insure the copiers met the specifications of the bid. This review took longer than anticipated so an extension on Phase I of the current contract is necessary in order to allow for a smooth transition.

In order to complete the installation of Council approved copiers for the new Phase 1, we are requesting a sixty-day extension to Phase One of the current contract to IKON Office Solutions. Coordination between the two different vendors needs to be scheduled in order for the removal, replacement and set-up for twenty-two copiers, I.T. and the departments. The amount required to extend the contract for sixty days is \$9,581.38.

The Reprographics Department is also requesting a 3% contingency to the contract to allow for overages in the number copies made. The printing of the "Bridges" newsletter was brought in house as a cost-savings measure to Community Relations. The newsletter will now be printed monthly at an additional cost for copies to the Reprographics Department budget. Staff is anticipating increases in the number of copies each month.. Also, the current number of copies is not a guarantee of future usage so these numbers will fluctuate, which is why staff is requesting a contingency.

**RECOMMENDATION:**

Approve the award of Bid 11-117, Multi-Functional Copiers – Cost-Per-Copy - Phase I, to Canon Business Solutions for an amount of \$151,670.88 for a four year contract period or \$37,917.72 per year, plus a 3% contingency, and Approve Change Order #4, Sixty-Day Extension of Phase I for the current contract 07-158 to IKON Office Solutions for an amount not to exceed \$9,581.38.

**ATTACHMENTS:**

1. Contract Extension Letter

PRIOR ACTION

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IKON Office Solutions, Inc.  
 410 Warrenville Road  
 Lisle, IL 60532  
 Telephone 630-874-5000  
 Fax 630-874-5492  
 www.ikon.com

March 2, 2011

Theresa Dobersztyn, C.P.M., CPPB  
 Procurement Specialist  
 City of Naperville  
 400 S Eagle Street  
 Naperville, IL 60540

Dear Theresa,

Per your request on February 15<sup>th</sup>, 2011, IKON Office Solutions, Inc. will comply with your request to; "a sixty-day extension to this contract with the same terms, conditions and pricing as the original contract award while Phases II, III and IV of this original award are still under contract with IKON." This is for Phase I of the agreement, which originally expires on Monday March 7, 2011.

Sincerely,

A handwritten signature in black ink that reads "Thomas Cutrara".

Thomas Cutrara  
 Area Director of Finance

PRIOR ACTION

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**COST-PER-COPY CURRENT EQUIPMENT LIST**

CURRENT EQUIPMENT									
Department/Site	Machine	Recent 8-Month Copy Total	Average Copies (Monthly)	Estimated Annual Copies	Replmt Phase	Expiration Date or Approximate Date to Place	Placement Level	Anticipated Print/Scan/Fax Requirements	
NFD/Admin. (Small)	Ricoh MP1600	4,000*	500*	6,000*	2	Apr-12	(Low - 1) Table Top	Print & Fax	
NPD/Dispatch (BCC)	Ricoh MP3500	25,240	3,155	37,860	2	Apr-12	Low - 1	Not at this time	
Maintenance PBO	Ricoh MP2000	3,320	415	4,980	2	Apr-12	Low - 1	Print and Fax	
Fire Station #1	Ricoh MP2000	8,480	1,060	12,720	2	Apr-12	Low - 1	Print	
NPD/Jail	Ricoh MP2000	13,482	1,685	20,220	2	Apr-12	Low - 1	Print & Fax	
Reprographics #2	Canon IR 7105	665,008	83,126	997,512	2	Apr-12	Production High - 4	Print & Scan	
Purchasing/Comm. Rel.	Canon IR 3035	48,810	6,101	73,212	2	Apr-12	Med - 2	Print/Fax/Scan/Env.	
City Clerk	Canon IR 3035	63,589	7,949	95,388	2	Apr-12	Med - 2	Print/Fax/Env.	
TED / 1st FL. (Front)	Ricoh MP3500	34,483	4,310	51,720	2	Apr-12	Med - 2	Print	
TED / 2nd FL. (East)	Canon IR 3035	44,054	5,507	66,084	2	Apr-12	Med - 2	Print/Fax/Scan/Env.	
ESC/Engineering	Ricoh MP5500	35,402	4,425	53,100	2	Apr-12	High - 3	Print	
CEC	Canon IR 3035	29,717	3,715	44,580	2	Apr-12	Med - 2	Print/Scan/Fax	
Human Resources	Canon IR 3035	41,791	5,224	62,688	2	Apr-12	Med - 2	Print/Fax/Env.	
NPD / PSAP	Canon IR 3235	5,686	711	8,532	3	Feb-13	Med - 2	Print	
Naper/Settlement (Annex)	Canon IR 3235	86,477	10,810	129,720	3	Feb-13	Med - 2	Print/Fax/Scan	
DPW/Admin.	Canon IR 3235	53,565	6,696	80,352	3	Feb-13	Med - 2	Print/Scan/Fax/LCT/Env.	
ESC Warehouse	Ricoh MP2000	4,923	615	7,380	3	Feb-13	Low - 1	Print and Fax	
Finance Budget	Canon IR 5055	120,978	15,122	181,464	3	Feb-13	High - 3	Print	
Finance (Noise Room)	Canon IR 3235	48,240	6,030	72,360	3	Feb-13	Med - 2	Fax	
Fire Station #4	Ricoh MP2000	3,144	393	4,716	3	Feb-13	Low - 1	Print	

**COST-PER-COPY CURRENT EQUIPMENT LIST**

CURRENT EQUIPMENT									
Department/Site	Machine	Recent 8- Month CopyTotal	Average Copies (Monthly)	Estimated Annual Copies	Replmt Phase	Expiration Date or Approximate Date to Place	Placement Level	Anticipated Print/Scan/Fax Requirements	
NPD/Forensics	Canon IR 3235	13,487	1,686	20,232	3	Feb-13	Low - 1	Print & Fax	
N/S - (P/E/H) *(Stairs)	Canon IR 3235*	76,225	9,528	114,336	3	Feb-13	Med - 2	Print/Fax/Scan	
ESC / SCADA (1st Fl.)	Ricoh MP2000	10,682	1,335	16,020	3	Feb-13	Low - 1	Print & Fax	
NPD/Animal Control	Ricoh MP2000	8,010	1,001	12,012	3	Feb-13	Low - 1	Print & Scan	
Fire Station #3	Ricoh MP2000	2,757	345	4,140	3	Feb-13	Low - 1	Print	
Naper/Settlement (PPPO)	Canon IR 3235	7,505	938	11,256	4	Oct-14	Low - 1	Print/Fax/Scan	
TED / 1st FL. (Back)	Canon IR 5055	67,967	8,496	101,952	4	Oct-14	High - 3	Print & Scan	
DPU - Administration.	Canon IR 3235	13,676	1,710	20,520	4	Oct-14	Med - 2	Print/Fax/Scan	
ESC / SCADA (2nd Fl.)	Canon IR 3235	11,769	1,471	17,652	4	Oct-14	Low - 1	Print & Fax	
NPD / Front Desk	Ricoh MP2000	15,835	1,979	23,748	4	Oct-14	(Low - 1) Table Top	Print/Fax/Scan	
Springbrook / Admin.	Canon IR 3235	34,567	4,321	51,852	4	Oct-14	Med - 2	Print/Fax/Scan	
Information Technology	Canon IR 3235	17,622	2,203	26,436	4	Oct-14	Med - 2	Print/Fax/Scan	
Fire Station #10	Ricoh MP2000	9,365	1,171	14,052	4	Oct-14	Low - 1	Print	
NFD/EMA	Canon IR 3235	11,005	1,376	16,512	4	Oct-14	Low - 1	Print/Fax/Scan	
DPW/Field Services/S.C.	Canon IR 2525	11,734	1,467	17,604	1	May-15	Low - 1	Print	
TED/2nd FL. Copy Room	Canon IR 5050N	48,584	6,073	72,876	1	May-15	High - 3	Print	
NPD/Patrol	Canon IR 5050N	43,440	5,430	65,160	1	May-15	High - 3	Print and Fax	
NPD/Administration	Canon IR 5050N	45,343	5,668	68,016	1	May-15	High - 3	Print/Fax/Scan	
NPD/Investigations	Canon IR 5050N	82,003	10,250	123,000	1	May-15	High - 3	Not at this time	
CMO/Administration	Canon IR 5050N	58,488	7,311	87,732	1	May-15	High - 3	Print/Scan/Fax	

**COST-PER-COPY CURRENT EQUIPMENT LIST**

CURRENT EQUIPMENT									
Department/Site	Machine	Recent 8-Month Copy Total	Average Copies (Monthly)	Estimated Annual Copies	Replmt Phase	Expiration Date or Approximate Date to Place	Placement Level	Anticipated Print/Scan/Fax Requirements	
Fire Station #9	Canon IR 2525	5,887	736	8,832	1	May-15	Low - 1	Print	
SOC	Canon IR 2525	15,605	1,951	23,412	1	May-15	Low - 1	Print and Fax	
Electric Dist. Secretary	Canon IR 2525	8,566	1,073	12,876	1	May-15	Low - 1	Print	
Springbrook (Lower)	Canon IR 2525	1,886	236	2,832	1	May-15	Low - 1	Print	
ESC / Meter Test & Repair	Canon IR 2525	1,300	163	1,956	1	May-15	Low - 1	Not at this time	
Reprographics #1	Canon IR 8105	743,925	92,991	1,115,892	1	May-15	Production High - 4	Print & Scan	
CMO/Legal/M-O	Canon IR 5050N	76,506	9,563	114,756	1	May-15	High - 3	Not at this time	
DPW / Fleet Services	Canon IR 2525	4,520	565	6,780	1	May-15	Low - 1	Print/Fax/Scan	
Fire Dept. Administration	Canon IR 5050N	63,581	7,948	95,376	1	May-15	High - 3	Print & Scan	
Fire Station #2	Canon IR 2525	1,758	220	2,640	1	May-15	Low - 1	Print	
Fire Station #5	Canon IR 2525	3,101	388	4,656	1	May-15	Low - 1	Print & Fax	
Fire Station #6	Canon IR 2525	2,025	253	3,036	1	May-15	Low - 1	Print	
Fire Station #7	Canon IR 2525	2,701	338	4,056	1	May-15	Low - 1	Print	
Fire Station #8	Canon IR 2525	1,623	203	2,436	1	May-15	Low - 1	Print	
NPD/Records	Canon IR 5050N	92,492	11,562	138,744	1	May-15	High - 3	Fax	
WSC/NOC	Canon IR 3235i	33,650	4,206	50,472	1	May-15	Med - 2	Print/Fax/Scan	
<b>56 Machines</b>		373,704		<b>4,484,448</b>					

13 - Phase #2's  
 12 - Phase #3's  
 9 - Phase #4's  
 22 - Phase #1's