



CITY OF  
ST. CHARLES  
ILLINOIS • 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Recommendation to approve the purchase of Xerox multi-function devices at a cost of \$102,780 and enter into a five-year agreement with ProvenIT.

Presenter:

Steve Weishaar – Network Manager

Meeting: Government Operations Committee

Date: June 21, 2021

Proposed Cost: \$102,780

Budgeted Amount: \$196,293

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The City currently owns and uses 27 copiers, multi-function devices that also provide printing and scanning capability, across all of its departments. These multi-function copiers include four different manufacturers and four different vendor agreements. A majority of these copiers have reached the end of their useful life and are due to be replaced. With this in mind, a task team was formed with the goal of consolidating and simplifying the City’s copier contract management and to standardize the copier manufacturer across all departments.

A request for proposal (RFP) was released with the intent to replace all City copiers. The City received six responses. An initial review was performed and the following suppliers were elevated to a hands-on demonstration:

1. \$85,833 – ImageTec (HP and Brother units)
2. \$102,780 – ProvenIT (Xerox units)
3. \$118,476 – Gordon Flesch (Canon units)

During the hands-on demonstration, suppliers provided multi-function devices at City Hall for one week. City staff was invited to demo the units and provide evaluations. The results of staff evaluations had the Xerox (ProvenIT) units ranked the highest and the Brother units (ImageTec) ranked the lowest.

Based on the selection evaluation criteria, as stated in the RFP, of 50% quality and 50% cost, final evaluations have the suppliers ranked as follows:

1. ProvenIT
2. Gordon Flesch
3. ImageTec

A five-year agreement with ProvenIT will cover preventative maintenance and auto replenishment of toner. All maintenance and service of the multi-function devices are the responsibility of ProvenIT.

**Attachments** *(please list):*

**Recommendation/Suggested Action** *(briefly explain):*

Staff recommends to approve the purchase of Xerox multi-function devices at a cost of \$102,780 and enter into a five-year agreement with ProvenIT