

STATE OF ILLINOIS, } ss.  
COUNTY OF WINNEBAGO }

*I, TIANA J. McCALL, County Clerk in and for said County, in the State aforesaid, do hereby certify that I have compared the foregoing attached copy of:*

**RESOLUTION AWARDING CONTRACT FOR COPIER SERVICES**

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*with the original document which is on file in my office; and found it to be a true, perfect and complete copy of the original document.*

*IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County, at my office in the City of Rockford, in said County,*

*this 24TH DAY OF AUGUST, 2018.*

*TIANA J. McCALL, Winnebago County Clerk*

*BY: Angela Reina Deputy County Clerk*



**R E S O L U T I O N**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Submitted by: Operations & Administrative Committee

**2018 CR 101**

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**RESOLUTION AWARDING CONTRACT FOR COPIER SERVICES**

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**WHEREAS**, Section 3-357 (7) of the Winnebago County Code sets forth the guidelines for the County's participation in cooperative joint purchasing agreements, and pursuant to the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.) the County has reviewed the Cooperative Purchasing Agreement #PEPPM 2018 for copiers and maintenance services; and,

**WHEREAS**, the County is in need of new copiers to replace older equipment, as well as maintenance services of the new and existing machines; and,

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the proposal received for the aforementioned item(s) and recommends awarding the contract as follows:

**Gordon Flesch Company, Inc.**  
**6437 E. Riverside Blvd.**  
**Rockford, Illinois 61114**

**WHEREAS**, the Operations and Administrative Committee has determined that the funding for the aforementioned purchase shall be as follows:

**Various Department Budgets**

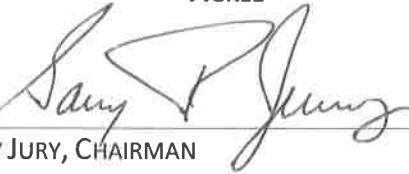
**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the Chairman of the Winnebago County Board is to execute an agreement on behalf of the County of Winnebago with Gordon Flesch Company Inc. 6437 E. Riverside Blvd, Rockford, Illinois 61114.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Finance Director, and County Auditor.

Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE  
COMMITTEE**

**AGREE**

**DISAGREE**

  
GARY JURY, CHAIRMAN

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GARY JURY, CHAIRMAN

  
JEAN CROSBY

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JEAN CROSBY

  
ANGIE GORAL

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ANGIE GORAL

  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

  
KEITH McDONALD

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KEITH McDONALD

  
ELI NICOLOSI


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ELI NICOLOSI

  
DOROTHY REDD

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DOROTHY REDD

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this 24th day of August 2018.



**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:

  
TIANA MCCALL  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

# Executive Summary

Date: August 23, 2018  
To: Operations & Administrative Committee  
Prepared by: Purchasing Department  
Subject: Resolution Awarding Contract for Copier Services

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**County Code:** Winnebago County Purchasing Ordinance

**Background:**

The Purchasing Department manages the County's 126-copier fleet.

The most recent Copier Services bid was completed in late 2012. The resulting contract to lease (with a dollar buyout) for 126 new Canon copiers cost a half a million dollars over five years. The five-year maintenance service agreement cost slightly less than another half a million.

Up until now, the County automatically replaced each copier every five years, whether necessary or not. This time a strategy was developed that allows for replacement of current copiers on a need only basis. In addition, we plan to remove and redeploy low volume copiers to other offices.

First, we selected two local Canon dealers that also have governmental joint purchasing agreements, pursuant to the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01) in place to ensure all proper purchasing procedures are adhered to.

Second, to determine which copiers needed to be removed, replaced or redeployed, County departments were visited by Purchasing staff and Canon reps to determine the current condition of each machine. We discussed their office needs (do they fax, make booklets, need color, need to staple, use multiple paper sizes, etc.) and how to improve office efficiencies.

Third, as a cost saving measure we have recommended that departments consider eliminating desktop printers and use copiers for all of their printing. In September 2017, Purchasing conducted an audit and determined there were roughly 400 active printers besides the 126 copiers.

Forth, based on all findings and site visits we have developed a master list of 38 copiers (less than 1/3 of our current fleet) to be replaced or redeployed. The new copier lease agreement will be for three years. During the next few years, the remainder of the copier fleet will continue to be monitored and will need to be replaced or redeployed.

Fifth, we are "right sizing" all new replacement copiers based on each department's need. Several examples of right sizing an office or department include the following:

- ✓ The County Clerk office uses three different certificate papers (birth, death, marriage) yet their copier only had two paper drawers. We plan a new copier with an enhanced paper deck that holds multiple paper types.
- ✓ The WCSO Patrol Room older color printer is highly used for roll-call documentation. We plan to replace it with a multi-function color copier therefore going from \$.25 to just \$.039 a page for color and only \$.0049 for black and white.
- ✓ The RBNH plan will eliminate 3 copiers, 13 printers and 3 fax machines and replace them with 8 new well-featured copiers.
- ✓ The SAO has four copiers that have each exceeded their expected maximum total volume, all with over a million and one with 2.4 million. They were undersized when installed in 2012. The plan to provide them with four larger capacity machines will alleviate the number of breakdowns.
- ✓ The County Board office is eliminating all five of their printers for a new color copier to handle all printing needs. Their current black and white copier will be redeployed to another department.

**Recommendation:**

Therefore, it is recommended that Gordon Flesch Company Inc. be award a three-year agreement for Copier Services.



## PROPOSED SOLUTION



**WINNEBAGO COUNTY**  
ILLINOIS

**Cooperative Purchasing Contract #PEPPM 2018 - Pricing Proposal**  
**3-Year Contract: September 15, 2018 – September 14, 2021**

**Prepared by: Bill Kousoulas, M.S.**  
**6437 E. Riverside Blvd, Rockford, IL 61114**

**August 13, 2018**



**COMMITTED TO HELPING BUSINESS RUN SMOOTHLY**

**GORDON FLESCH COMPANY, INC**



## RECOMMENDED COPIER SOLUTION FLEET

### States Attorney's Office

	Replace XLS	Current XLS
1--5 <sup>th</sup> Floor--iR 4551i, Fax, Inner Finisher, Hi Capacity CFU	#187	Auction
2--6 <sup>th</sup> Floor--iR 6555i, Fax, External Finisher	#195	Auction
3--6 <sup>th</sup> Floor--iR C5550, Inner Finisher, Hi Capacity CFU	#203	Auction
4--7 <sup>th</sup> Floor--iR 6555i, External Finisher, Fax	#216	Auction
33--2 <sup>nd</sup> Floor DUI--iR 6555i, Finisher, Fax	#483	Auction

### County Clerk

5--Birth/Death --iR C5550i, Fax, Inner Finisher, CFU, Paper Deck	#253	Redeploy 4051
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### Purchasing

6--Purchasing--iR 4535i, Fax, Inner Finisher, CFU	#262	Redeploy to HD
7--Central Stores--iR C5560i, Fax, CFU, External Finisher	#263	Redeploy to MP

### Human Resources

8--Reception--iR C5550i, Fax, Inner Finisher, CFU	#281	Keep in HR
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### Supervisor of Assessments

9--RM#301--iR C5535i, Inner Finisher, Stand	#288	Redeploy 4025
10--RM#301--iR C5550i, Fax, Inner Finisher, CFU	#290	Redeploy 4051

### Finance

11--5 <sup>th</sup> Floor--DR-G1100 Scanner	New	No Changes
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### County Board

12--Board Office--iR C5550i, Fax, Inner Finisher, CFU	#316	Redeploy 4051
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### River Bluff Nursing Home

13--Front Office--iR 4551i, Fax, Hi-Capacity CFU	#338	Redeploy 4025
14--Back Office--iR C5550i, Inner Finisher, CFU	#342	Redeploy C5030
15--"B"-Wing--iR1025iF (current machine)	#349	Redeploy #351
16--"C"-Wing--iR400iF, 2 <sup>nd</sup> Tray	#350	Auction
17--Admission--iR400iF, 2 <sup>nd</sup> Tray	#352	Redeploy 1025
18--"D" Wing--iR400iF, 2 <sup>nd</sup> Tray	#354	Auction
19--"E" Wing--iR400iF, 2 <sup>nd</sup> Tray	#355	Auction 1025
20--HC Serv--iR6555i, Finisher	#356	Redeploy 6255



### Animal Services

21—Office—iR C5535i, Fax, CFU, Inner Finisher

### Replace XLS

#383

### Current XLS

Redeploy Back

### Chief Judge

22--Juvenile Detention—iR C356i II, 2<sup>nd</sup> Tray

#425

New Unit

### Sheriff

23--Bond Out—iR4551, Fax, Fin, CFU

#448

Auction

24--Jail CJC--Property--iR C5560i, Hi Cap CFU, Inner Finisher

#450

Auction

25—Jail CJC--Booking, Canon iR8585i--External Finisher, Fax

#451

Auction

39--CJC--1<sup>st</sup> Floor--iR 4525i, Fax, Inner Finisher, CFU

#454

Auction

27—1<sup>st</sup> Floor Corrections--iR C5550i, Fax, Inner Finisher, CFU

#455

Redeploy 4051

28—1<sup>st</sup> Floor Patrol--iR C5535, CFU, Inner Finisher

#461

Redeploy RB Bsm

30--Civil Process—iR6555i, Fin

#469

Auction

31--Administration Detectives--iR 4551i, Inner Finisher, CFU

#475

Keep Unit

34—Jail CJC--2<sup>nd</sup> Floor Officer—iR C5535i, Stand, Fax

#504

Redeploy 4025

35—Jail CJC—Basement/ARM—iR400iF, 2<sup>nd</sup> Tray

#524

Auction

29—Sheriff's Records--CJC—iR 6555i, Fin

#466

Redeploy 6255

### Circuit Clerk

32--Pretrial—iR 4551i, Finisher, CFU

#478

Auction

37—Room 108—iR C5550i, Inner Finisher, Stand

#083

Redeploy 4025

### Maintenance

36—DT Maintenance —Canon iR C5535i, Stand, Fax

#027

Keep

### Public Defender

38—Public Defender Office —iR400iF, 2<sup>nd</sup> Tray

#120

Redeploy 1025

Please refer to PEPPM 2018 Special Contract Pricing

### GFC ImageCARE Solution New Equipment

**\$87,000.00 Down Payment + \$4,929.00 month for 36 months, \$1.00 out GFC Lease**

All Black images billed at \$.0049/each. All Color images billed at \$.03900/each (New Equipment)

All Black images billed at \$.006499/each. All Color images billed at \$.04899/each (Existing Equipment)

### Service pricing locked for 36 Months

Includes all toner and all service, including replacement parts, all labor, all preventative maintenance, all emergency calls, travel time, equipment modernization, and a replacement guarantee.

27 – 8/23/18



COMMITTED TO HELPING BUSINESS RUN SMOOTHLY





**Network Consultation, Installation and Support**

Network Connected Installations include the services of the GFC Digital Support Specialist and Business Analyst Team to manage System integration and training as well as unlimited free access to our Technical Support Center. Delivery, Equipment Installation, Start-Up Supplies and Training Included.

**Delivery, Equipment Installation, Start-Up Supplies and Training Included**

28 – 8/23/18



**COMMITTED TO HELPING BUSINESS RUN SMOOTHLY**

	AYES	NAYES	PRESENT	ABSENT	ABSTAINED
1. BIONDO, TED	✓				
2. BOOKER, AARON	✓				
3. BOOMER, DAVID	✓				
4. CROSBY, JEAN	✓				
5. FELLARS, DANIEL	✓				
6. FIDUCCIA, DAVID	✓				
7. GERL, BURT	✓				
8. GORAL, ANGIE	✓				
9. HOFFMAN, JOE	✓				
10. JURY, GARY	✓				
11. KELLEY, DAVID	✓				
12. MCDONALD, KEITH	✓				
13. NICOLOSI, ELI	✓				
14. REDD, DOROTHY	✓				
15. SALGADO, JAIME	✓				
16. SCHULTZ, STEVE	✓				
17. TASSONI, DAVID	✓				
18. WEBSTER, JIM	✓				
19. WESCOTT, FRED	✓				
20. WILSON, L.C.	✓				
TOTALS <i>Unanimous Vote</i>	20			0	