



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Apr 3, 2024

MinuteTraq (IQM2) ID #: _____

Department Requisition #: 924012

Requesting Department: DuPage ETSB	Department Contact: Eve Kraus
Contact Email: etsb911@dupagecounty.gov	Contact Phone: 630-550-7743
Vendor Name: Toshiba Business Solutions	Vendor #: 14171

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Recommendation to ratify approval of Purchase Order 924012/6956-1 to Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc. to furnish and deliver multi-functional digital copiers and printers to ETSB, Addison Consolidated Dispatch Center (ACDC), and DU-COMM through March 31, 2029. The requested amount is \$94,450.00.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The ETSB contract PO 3880-1 with Canon expires May 24, 2024. The County searched for qualified providers to supply multi-function printers for all County departments, including ETSB, ACDC and DU-COMM. The new County contract PO 6956-1, arising from RFP #24-019-IT began on April 1, 2024. ETSB will remain with Canon through the end of the current vendor contract and will switch to the Toshiba products in May.

Strategic Impact

Financial Planning

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The County IT contract provides a lesser cost for ETSB and the PSAPs than procuring copiers outright or bidding separately.

Source Selection/Vetting Information - Describe method used to select source.

ETSB was part of the County Solicitation #24-019-IT.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. Approve Purchase Order 924012 to take part in the equipment lease agreement.
2. Deny Purchase Order 924012 and the ETSB and PSAPs would have to procure individual copiers/printers.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This is a budgeted expense for FY24-29 in 4000-5820-53410: Rental/Lease of Machinery or Equipment in the amount of \$19,605.00. Budget transfers for FY24 from 4000-5820-53828: Contingencies to 4000-5820-54100-0700 : IT Equipment - Capital Lease will be on the agenda to transfer the funds for the monthly lease pursuant to GASB 87, and to account 4000-5820-58300-0001: Copier Usage for monthly usage charges, and are retroactive to December 1, 2023. Funds will be budgeted for FY25-29 in the proper account. This not only saves money on initial procurement but also ongoing maintenance and supplies through 2029.