
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: WALTER MAGDZIARZ, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: APPROVAL: PURCHASE OF PLOTTER/SCANNER
AGENDA: JANUARY 4, 2022 VILLAGE BOARD MEETING
DATE: DECEMBER 30, 2021

ISSUE

Shall the Village Board authorize purchase of a large format plotter/scanner for the Community Development Department.

DISCUSSION

At its December 21, 2021 meeting, the Village Board supported the Village staff's request to purchase a large format plotter/scanner to begin the process of converting the troves of paper copy plans in the Department's physical file storage to a digital format. The scanner will provide a retrievable copy of oversized documents and provide the ability to print oversize sheets, as needed.

We obtained a quote from Vesco Reproduction for a Canon plotter/scanner (TX3100 MFP Z-36) for \$9,120.00 which includes delivery, installation and training. If we were to lease the equipment, it would cost an additional \$85.00. At the end of the lease (36 months) we own the machine. The equipment can be delivered as soon as we make room for it at the Public Works offices. Village staff recommends purchasing the machine in the current budget year since we have a surplus available, rather than spread the cost over 3 years.

ATTACHMENTS

The quote from Vesco is attached.

COSTS

The equipment cost is \$9,120.00 and will be charged to account 01-55-6500 General Equipment.

RECOMMENDATION

The Village Board authorize the purchase of the Canon plotter/scanner (TX3100 MFP Z-36) in the amount of \$9,120.00 to be charged to account 01-55-6500 General Equipment.



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Quotation

Village of Sugar Grove

December 10, 2021

10 Municiple Drive

Sugar Grove, IL 60544

Attn: Walter Magdziarz

1 - Canon Financial Services Zero%/\$1.00 Buyout Lease

36 mo. lease: **\$ 253.35/mo. plus sales tax.** \$1.00 Buyout at end of the lease. CFS charges a one-time loan charge of \$ 85.00.

or

1 - Canon imagePROGRAF TX-3100MFP T36, two-roll, wide-format print system: \$ 11,520.00

- New Z36 40" color scanner
- 2 – roll paper capacity, 3" core x 500 foot
- Direct printing from USB drive
- 5 – color Lucia pigment ink
- 500GB hard drive
- SmartWorks software
- Includes delivery, installation and training

Less Discount: (\$ 2,400.00)

Sub-total: \$ 9,120.00 *

***Price good until 12/28/2021**