



**To:** President Koultourides and Members of Town Council  
**From:** Dustin Anderson, Town Manager  
**Date:** November 12, 2021  
**Re:** Copier Maintenance

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**Background**

In 2016, the Town renewed our copier lease-purchase with McShane’s. That lease included seven new copiers to replace those on the then-expiring lease. These machines were placed in the following offices: Town Manager, Police, Fire Station, Public Works, Building Department, Clerk-Treasurer’s Office, and Parks Department.

The lease term, now expired, was for 60 months made in 20 quarterly payments of \$4,236.00 for equipment and \$2,177.00 for service and supplies.

**Methodology**

The current machines are running well. Staff anticipate evaluating the condition and capabilities annually to ensure that they are meeting the current use needs. For the time being, it would seem to be more affordable to simply maintain the machines we have.

To that end, staff sought annual maintenance quotes from three firms:

<u>Company</u>	<u>Location</u>	<u>Quarterly Maintenance</u>
Pulse Technology (formerly McShane’s)	Chesterton, Indiana	\$4,275.00
Proven Business Solutions, Inc.	Tinley Park, Illinois	No Bid
RKW	Frankfort, Illinois	No Bid

Staff believes that the product and service offerings meet the needs of the Town. The Town has had a long and successful relationship with McShane’s and Pulse and we look forward to that relationship continuing.

**Recommended Action:** By motion and voice vote, authorize the Town Manager to enter into an annual maintenance agreement with Pulse Technologies at a quarterly rate not to exceed \$4,275.