

AGENDA
Administrative-Finance Committee
RESCHEDULED
June 1, 2026
6:30 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. A motion to approve the purchase of a new color printer from CDS Office Technologies in an amount not to exceed \$6,000.00**
 - b. A motion to approve an Intergovernmental Agreement (IGA) between the City of Darien and Indian Prairie Public Library (IPPL) adding IPPL as a listed entity to Member's membership in the IPBC Cooperative.**
 - c. Approval of Minutes – May 4, 2026**
- 4. Other Business**
- 5. Next Meeting – July 6, 2026**
- 6. Adjournment**

AGENDA MEMO
Administrative/Finance Committee
June 1, 2026

ISSUE STATEMENT

A motion to approve the purchase of a HP Color Laser Jet from CDS Office Technologies in an amount not to exceed \$6,000.00

BACKGROUND/HISTORY

The current color copier, HP Color Laser Jet 5550dtn, has outlived its useful life. The printer is over 10 years old. Purchasing a new printer would improve efficiency, reliability, and print quality while reducing downtime and ongoing repair expenses. A newer model would also provide updated features such as faster print speeds, wireless connectivity, duplex printing, and improved energy efficiency.

The FYE27 budget includes the purchase of a new printer.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the June 15, 2026, City Council Agenda for consideration.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE
COUNTY, ILLINOIS, this 15th day of June 2026.**

AYES: _____

NAYS: _____

ABSENT: _____



A nice place to live.



City of Darien Office Technology Refresh

This proposal contains all details relevant to a new copier fleet solution as requested by **City of Darien**.

Prepared for:

City of Darien
Proposal Date: 5.15.2026
Expires: 6.30.2026

Created by:

Vince Daudelin
National Account Manager
CDS Office Technologies



630-625-4543

vdaudelin@cdsot.com

www.cdsot.com

5.15.2026

CDS Office Technologies sincerely appreciates the opportunity to present our services as a solution for your business. CDS has been providing business technology solutions to numerous firms throughout the country since 1971 and certainly values a long-term business partnership with businesses and organizations through our many technology solutions offerings.

Our Mission

CDS Office Technologies is committed to total customer satisfaction. We deliver best-of-breed technology solutions designed to assist our clients in building, expanding, and optimizing their copy/print environment. Our goal is to provide these solutions in the most cost-effective manner possible, while providing the highest quality products in the industry. All proposed solutions and services provided will be performed in a workmanlike manner that exemplifies professional diligence and skills necessitated per industry best practices.

Our Goal

We measure customer satisfaction by meeting and exceeding your expectations. Our goal is to become your Technology Solutions Provider.

We look forward to working with your organization to enhance your print environment and are committed to providing you with affordable and technologically advanced solutions. Our support team and systems engineers provide you with all your technology needs and we hope to establish a business relationship for years to come.

Thank you for the opportunity to present this quotation.

Sincerely,

Vince Daudelin
National Account Manager

HP E75245dn 45ppm Color Printer

HP has built the next generation of HP LaserJet to power productivity with a streamlined design that delivers premium quality, maximum uptime and the strongest security in the industry.



Features:

- **HP E75245dn**
- Print to 45PPM color and B/W
- Automatic Duplexing
- Mobile printing
- 2.7" Color Touchscreen Control Panel
- 2 x 550-Sheet Paper Trays with Media Sizes up to 11 x 17
- 100-Sheet Multipurpose Tray, Print up to 12 x 18 inch Documents
- Storage Cabinet
- Reporting Tool

Investment Options:

Option #1: Purchase Price: \$4,990.00 - Includes delivery, installation & networking

Option #2: 36 month \$1 buyout lease option \$169.35 per month

Option #3: 24 month \$1 buyout lease option \$240.80 per month

Maintenance Agreement

Service & Supplies Agreement

This All-Inclusive Agreement Covers All Parts, Labor, And Supplies Except Paper And Staples.

SOLUTION	MONTHLY SERVICE & SUPPLY CONTRACT	INCLUDED COPIES PER MONTH	MONO OVERAGE	COLOR OVERAGE
HP E75245dn	\$60.00	2,500 B/W & 500 color	.008	.08

CDS understands that even the most advanced technology solutions in the world are of little value without ongoing support. That's why we are dedicated to delivering world-class service management – from the beginning.

Every CDS solution is backed by our Performance Guarantee that helps our clients escape the worry, inconvenience, and lost time associated with managing technology. CDS offers industry-defining service and support for every facet of our office equipment solution.

Managed Print Services

Every business needs to print documents subsequently nearly every business pays too much to print their documents. Taking a carefree approach to buying inkjet and laser printers, copiers, and toner is a recipe for inefficiency, poor customer service, and paying more than you should.

CDS helps our customers alleviate these challenges through the development of best practices that control print costs and streamline print-related processes across the entire organization.

CDS Managed Support Team

cdsot.com/helpdesk

855.215.7663

helpdesk@cdsot.com

THANK YOU!

We sincerely appreciate the opportunity to discuss with you our solutions and we hope to build a partnership with City of Darien that will last for many years to come. If you have questions about this proposal or any of our services or products, please don't hesitate to contact us

We Look Forward To Working With You!

Your CDS Account Representative:

Vince Daudelin

National Account Manager

630-625-4543 | vdaudelin@cdsot.com | www.cdsofficetech.com



AGENDA MEMO
Administrative/Finance Committee
June 1, 2026

ISSUE STATEMENT

A motion to approve an Intergovernmental Agreement (IGA) between the City of Darien and Indian Prairie Public Library (IPPL) adding IPPL as a listed entity to the City of Darien's Membership in the IPBC Cooperative.

BACKGROUND/HISTORY

Indian Prairie Public Library had contacted the City of Darien and Intergovernmental Personnel Benefit Cooperative (IPBC) regarding the option of joining the cooperative for health care insurance. Given the number of lives IPPL covers (26), it was not enough to be part of the cooperative on their own, minimum covered is 50 lives. City staff, IPBC, and IPPL held a conference call to explain the process. IPPL will be responsible for their own staff, invoices, etc. In addition, the loss history for IPPL will not impact the city's premiums.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the June 15, 2026, City Council Agenda for consideration.

**PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE
COUNTY, ILLINOIS, this 15th day of June 2026.**

AYES: _____

NAYS: _____

ABSENT: _____

**INTERGOVERNMENTAL AGREEMENT BETWEEN
CITY OF DARIEN AND
INDIAN PRAIRIE LIBRARY DISTRICT**

THIS AGREEMENT, made and entered into this ____ day of _____, _____, by and between the City of Darien, an Illinois municipal corporation and (“Member”) and Indian Prairie Library District, (“Listed Entity”), a unit of local government, quasi-governmental body, or non-profit public service entity.

WITNESSETH:

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the “Intergovernmental Cooperation Act.” 5 ILCS 220/1 et. seq. authorizes units of local government to exercise any power or powers, privileges or authority which may be exercised by a unit of local government individually, to be exercised and enjoyed jointly with any other unit of local government in the State; and

WHEREAS, units of local government within Illinois have found it increasingly expensive to provide health and life insurance benefits to their officers and employees; and

WHEREAS, a large number of local government entities, having undertaken a series of studies to determine the feasibility of creating an intergovernmental entity known as Intergovernmental Personnel Benefit Cooperative (“IPBC” or “Cooperative”) for the purpose of administering some or all of the personnel benefits programs offered by its member units of local government to their respective officers and employees, created and have successfully operated such a Cooperative; and

WHEREAS, the Member and other local government entities have organized the Cooperative and have adopted a combined Contract and By-Laws for such agency (the “Cooperative BY-LAWS”); and

WHEREAS, the Cooperative BY-LAWS provide that a Member of the Cooperative may add listed entities to receive benefits as defined in the Cooperative BY-LAWS, provided, however, that the Member who lists other entities to its membership shall be the sole member of the Cooperative, and shall be responsible for all costs and duties of membership provided by the Cooperative BY-LAWS; and

WHEREAS, Listed Entity has requested that Member add it as a listed entity to Member’s participation in the Cooperative, provided the Listed Entity is responsible for and subject to all the costs, expenses, liabilities, obligations, and conditions arising out of such listing, as is more fully set forth in this Agreement; and

WHEREAS, the Cooperative has heretofore consented or is expected to consent to Member adding Listed Entity as a listed entity to Member's membership in the Cooperative.

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and conditions hereinafter contained, the adequacy and sufficiency of which the parties hereto hereby stipulate, the parties agree as follows:

1. INCORPORATION OF RECITALS: The recitals contained hereinabove are incorporated herein by reference as substantive provisions of this Agreement.
2. AGREEMENT TO ACCEPT: Subject to all the terms, provisions, conditions and restrictions of the Cooperative BY-LAWS, Member agrees to add Listed Entity as a listed entity to its membership in the Cooperative. Listed Entity shall not be deemed to be a member of the Cooperative.
3. PLAN OF BENEFITS: The Plan of Benefits to be available to eligible employees of Listed Entity shall be the Plan of Benefits available to Member's employees and those of the Listed Entity approved by the Member and the Cooperative and subject to all the conditions and restrictions set forth in the Cooperative BY-LAWS. Changes to the Plan of Benefits, other than changes required by the Cooperative, shall be made by Listed Entity only after Member has been fully informed of the proposed changes, and Member and Cooperative have approved such changes.
4. ELIGIBLE EMPLOYEES: Only regular full-time employees of Listed Entity shall be eligible to participate in and receive benefits under the Plan of Benefits. For purposes of this Agreement, "full-time regular employees" shall be defined as set forth in the Personnel Manual adopted by Listed Entity, as amended from time to time or as otherwise defined by the Cooperative. Notwithstanding anything contained herein to the contrary, employees of Listed Entity shall not be deemed to be employees of Member for any purposes.
5. COSTS OF PARTICIPATION: Listed Entity shall promptly pay all costs attributable to Listed Entity being in that relationship to Member in the Cooperative and participating in the Plan of Benefits, at such terms, with such allowable coverage and in such amounts as shall be established from time to time by the Cooperative.
6. OBLIGATIONS OF LISTED ENTITY TO MEMBER: Listed Entity shall be obligated to Member to the same extent that it would be obligated in any manner to the Cooperative pursuant to the Cooperative BY-LAWS, as though it were a member of the Cooperative including the following:

The Listed Entity shall be responsible for the administration of its Plan of Benefits

- a. The Listed Entity shall be responsible for making any payments due directly to the Cooperative.
7. EXPULSION OF LISTED ENTITY: By a majority vote of the corporate authorities of Member, Listed Entity may be expelled as a listed agency of the Member in the Cooperative. Such expulsion may be carried out for one or more of the following reasons:
- A. Failure to make any payments due to Member or the Cooperative under this Agreement.
 - B. Failure to furnish full cooperation with the Cooperative or Member's attorneys, claims adjusters, benefits administrator, or any agent, employee, officer or independent contractor of the Cooperative or Member relating to the purpose and powers of the Cooperative or Member's participation therein, and/or,
 - C. Failure to carry out any obligation which impairs the ability of Member to participate in the Cooperative or which impairs the ability of the Cooperative to carry out its purposes and powers.

Listed Entity may not be expelled except after written notice from Member of the alleged failure together with a reasonable opportunity, of not less than ten (10) days nor more than thirty (30) days, to cure the alleged failure. Expulsion may be made in accordance with these standards and timetable at any time during a fiscal year of the Cooperative.

8. WITHDRAWAL AS A LISTED AGENCY: With or without cause, Listed Entity may withdraw as a listed agency to Member's membership in the Cooperative by giving written notice of withdrawal to Member and the IPBC at least ninety (90) days prior to the commencement of any fiscal year of the Cooperative. At the present time, the fiscal year of the Cooperative commences on July 1st. Failure to give such notice shall obligate Listed Entity to continue as a listed agency for the next fiscal year, except where Member withdraws from the Cooperative, the Cooperative terminates, the Cooperative declines to permit Member to remain within the Cooperative, or the Cooperative declines to permit Listed Entity to remain as a listed entity. Withdrawal may only be made to take effect at the end of the then current fiscal year.
9. TERMINATION OF LISTED ENTITY AS A LISTED ENTITY: With or without cause, Member may terminate Listed Entity as a listed entity to Member's membership in the Cooperative by giving written notice of termination of Listed Entity at least ninety (90) days prior to the commencement of any fiscal year of the Cooperative. Failure to give such notice shall not obligate Member to continue Listed Entity as a listed entity to Member's membership in the Cooperative.
10. INDEMNIFICATION: To the fullest extent permitted by law, Listed Entity

hereby agrees to defend, indemnify, and hold harmless Member and Cooperative, their officers, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may in any way accrue against Member and Cooperative, their officers, agents and employees, arising out of in whole or in part, or in consequence of the performance of this Agreement and Member adding Listed Entity as a listed entity to Member's membership to the Cooperative. Listed Entity shall, at its own expense, appear, defend, and pay all charges or attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and if any judgment shall be rendered against Listed Entity, its officers, agents and employees, in any such action, Listed Entity shall, at its own expense, satisfy and discharge the same.

11. LIMITATION OF REMEDIES TO MEMBER AND LISTED ENTITY: The sole remedies available to Member or Listed Entity, upon any breach of this Agreement by the other party, shall be specific performance of or the cancellation of this Agreement. It is of the essence of this Agreement that Member and Listed Entity shall not be liable in money damages for any breach of this Agreement except for any obligation of Listed Entity to pay unpaid amounts or any obligation of Member to return overpayments.
12. ENTIRE UNDERSTANDING: This Agreement sets forth the entire understanding of the parties and may only be amended by a written instrument signed by the parties hereto. Any amendment shall not conflict with the Contract and By-Laws of the Cooperative.
13. ASSIGNMENT: This Agreement shall not be assigned by any party hereto. The terms of this Agreement, however, may be enforced by the Cooperative.
14. COUNTERPARTS: This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original.
15. NOTICES: All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:
 - A. The Member.
 - B. The Listed Entity.
 - C. The IPBC.
 - D. To any such person or place which any party hereto, by its prior written notice, shall designate for notice to it from the other parties hereto.
16. GOVERNING LAW: This Agreement shall be governed in accordance with the laws of the State of Illinois.
17. EFFECTIVE DATE: The provisions of this Agreement shall become effective and Listed Entity shall be deemed to be a listed entity of Member's membership in

the Cooperative at 12:01a.m. on _____, _____ so long as the Listed Entity has also been so accepted and named by the Cooperative.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and duly attested in accordance with ordinances duly passed by their respective corporate authorities.

an Illinois Municipal Corporation

By: _____
Its _____

ATTEST:

City Clerk

ATTEST:

Attorney

City of Darien
Minutes of the Administrative/Finance Committee
May 4, 2026

Alderswoman Sullivan called the meeting to order at 6:30 pm. Committee member Leganski was present. Also in attendance were, City Administrator Vana and Treasurer Coren.

A motion to approve one electronics recycling event with the city’s current refuse hauler, Lakeshore Recycling Systems, LLC (LRS) in an amount not to exceed \$9,750

Staff advised the City of Darien sponsored one electronic recycling event for Darien residents in FYE24 and FYE25. This event allowed residents to place their electronics curbside for pick up by LRS. The fee charged by LRS is based on the bill count. The cost per home is \$1.32. This event has been well received by the residents and was very convenient for them. The city opted to eliminate the recycling event in FYE26 since there had been a decline from FYE24 to FYE25 in the amount of items recycled. The FYE27 budget includes \$9,750 for this service. The committee unanimously recommended approval of the motion

A motion authorizing the purchase of 1 new Microsoft Server, CAL licensing, and installation in an amount not to exceed \$17,600 at Public Works.

Staff advised the public works existing server has reached end-of-life. As servers get older, they become less efficient, less responsive and potentially more vulnerable for security to be compromised. The new server will come with a more/faster processor, more/faster access memory as well as significantly more hard drive space. The server will be purchased through Dell. Dell offers better discounts and government promotions while providing quality, reliable products. The recommendation from our consultant is to upgrade to a Dell PowerEdge R200 Series server. This will also include Microsoft’s newest server operating system, Server 2025. The replacement of public work’s server is part of the roadmap for FYE27 and is in the budget. The committee unanimously recommended approval of the motion.

Minutes – April 6, 2026 - The committee unanimously approved the minutes.

Minutes – April 20, 2026 - Special – The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:55 p.m.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Gerry Leganski, Member _____