



Agenda Memo

Crest Hill, IL

Meeting Date:	November 17, 2025
Submitter:	Blaine Wing
Department:	Administration
Agenda Item:	Request to purchase 3 copiers for Police, Administration, Finance and Clerk departments

Summary: The Crest Hill Police, Administration, Finance and Clerk Departments are seeking to purchase 3 copies, replacing 3 current copies. We compared the purchasing option versus the leasing option. The City will save approximately \$18,298.73, when comparing the average purchase price of the equipment after the fair market value lease ends after 60 months. The monthly maintenance and fax solutions were not included in the analysis, as those costs were the same with both options.

Recommended Council Action: Approval to purchase 3 copiers for Police Administration, Finance, and Clerk Departments.

Financial Impact: \$19,950.47

Funding Source: General Fund

Budgeted Amount: Police \$7,820.58, Administration \$5,216.33, Finance \$4,758.91, Clerk \$2,154.65

Cost: \$19,950.47

Attachments:

[City of Crest Hill Proposal 11.6.2025.pdf](#)

[FY 2026 Copiers Purchase vs Lease.xlsx](#)