



## Legislation Text

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File #: 17-246, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the Award of Change Order #8 to Contract 11-117, Multi-Functional Copiers - Cost-Per-Copy to Canon Solutions America for an amount not to exceed \$3,389.04 and for an additional three months to July 31, 2017.

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jeff Anderson, IT Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

The Reprographics Division of the Information Technology Department manages the selection and placement of multi-functional copiers, which include copy, print, scan and fax capabilities. Implementing such devices and consolidating multiple single function equipment saves on individual maintenance agreements and non-inclusive supplies along with reducing power consumption, training, various billing cycles and resources required to manage single function devices.

For the past 15 years, the City has administered a cost-per-copy (CPC) program. The CPC program includes placement of new equipment, maintenance, training, parts and supplies. Similar to a rental program, the City is purchasing a term of service and not hardware.

The entire CPC Program is implemented in four phases every five years. The lease for Phase III under Contract 11-117 was approved by Council for a term of April 30, 2013 to April 30, 2017.

In September 2015, Council approved Contract 15-181 to provide for the continuation of the Cost Per Copy Program with the award of Phase I and the approval of five-year terms for Phases II-IV to be awarded as the prior contracts under Contract 11-117 expire.

#### **DISCUSSION:**

For the last several months, Reprographics has been working with Canon to negotiate modifications to Phase III of Contract 15-181. An opportunity was identified by staff to reduce the number of stand-alone color printers by changing some of the multi-functional copiers in Phases III and IV of Contract 15-181 to color multi-functional copiers. Although the City will see an increase in costs for Phases III and IV in Contract 15-181, these changes will result in overall cost reductions in comparison to keeping the single function color devices located in departments throughout the City.

Change Order #8 to Contract 11-117 is requested to allow additional time for staff to complete the

contract negotiations, recommend an award for Phase III to Contract 15-181 to the City Council and work with Canon to install the new Phase III machines following City Council approval. It is anticipated that a recommendation for Phase III will be presented to the City Council at the second meeting in May 2017.

**FISCAL IMPACT:**

CIP #: N/A

Replacement printer devices are expensed to the Support Services account listed below. A total of \$121,979 is budgeted for replacements in CY2017. The requested award is within budget.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
010-1612-581.30-29	General Fund	\$121,979