



Legislation Text

File #: 23-0140, Version: 1

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Change Order #4 to Contract 15-181, Multi-Functional Copiers Cost-per-Copy Phase 3, to Canon Solutions America, Inc. for an amount not to exceed \$31,500 for a total contract award of \$315,584 and an additional six months

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jackie Nguyen, Director

**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 equipments 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.

In 2017, the City Council awarded contract 15-181 for a five-year term which was scheduled to end on April 30, 2022, however, Canon Solutions America, Inc. adjusted pricing initiative created a delay.

The City is currently on a month-to-month extension to fulfill department multi-functional machine and operational requirements in the interim.

**DISCUSSION:**

A six-month extension to the current contract is being requested to allow for new replacements to occur by the end of April 2023 under Cooperative Procurement 21-136. An anticipated 10-12 weeks to deliver once a contract is signed is anticipated.

The requested award is for the period October 31, 2022 to April 30, 2023, after which contract 21-136 will begin.

**FISCAL IMPACT:**

CIP#: N/A

The cost-per-copy program is expensed to the Operational Services account number listed below. The first two months of the extended term were accommodated within the 2022 budget. The remaining four months will be expensed against the 2023 budget, which includes \$135,000 for cost-per-copy services.

Account Number	Fund Description	Total Budget Amount
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16201100-531308	General Fund	\$137,500
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