



Legislation Text

---

File #: 22-0576, Version: 1

---

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Change Order #3 to Contract 15-181, Multi-Functional Copiers Cost-per-Copy Phase 3, to Canon Solutions America, Inc. for an amount not to exceed \$27,563 for a total contract award of \$284,083.74 and an additional six months

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jacqueline 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 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.

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 October 2022 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 May 1,2022 - October 30, 2022, after which contract 21-136 will begin.

**FISCAL IMPACT:**

CIP#: N/A

Cost-per-copy program is budgeted in the Operational Services account listed below for a total of \$145,000 in 2022. The requested change order to extend Phase 3 is accommodated within budget.

Account Number	Fund Description	Total Budget Amount
16201100-531308	General Fund	\$147,500

