



Administrative Report

H.12., File # 24-0086

Meeting Date: 1/23/2024

To: MAYOR AND CITY COUNCIL

From: MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

TITLE

APPROVE A FIVE-YEAR LEASE OF CANON COPIERS, PRINTERS, AND MANAGED PRINT SERVICES FROM CANON SOLUTIONS AMERICA, INC. TO REPLACE THE EXISTING CANON, DELL, AND LEXMARK COPY AND PRINT DEVICES FOR AN AMOUNT NOT TO EXCEED \$288,881.30

EXECUTIVE SUMMARY

The City currently leverages a combination of Canon, Lexmark, and Dell copiers and printers across its 15 facilities. The current fleet of printing devices is far beyond end of life with approximately 50% of its devices 8 years old, or older, causing frequent delays and inefficiencies due to service outages and a lack of availability of replacement parts and supplies. Of the City's over 100 printing devices, only 6 carry an active support agreement with all other maintenance, repair, and supply management performed by Information Technology Staff. The move to managed and leased copiers and printers from Canon Solutions America, Inc. (Canon) not only ensures that devices will be refreshed on a regular basis, but includes management services to ensure a minimum service level for each device, maintenance, monitoring, and just in time delivery of consumables including toner, fusers, and other necessities. In coordination with each City Department and Canon, this new printing fleet signifies a consolidation of our printing devices from 104 devices to 60, exemplifying the impact of new paperless services such as Laserfiche and DocuSign, as well as our shift from in-house print shop services to outsourced service providers. The equipment consolidation is expected to save the City roughly \$130,000 over the five-year period.

BACKGROUND

This project is part of the Department's scheduled IT work plan for FY 2023-24 and is funded from the IT operational budget. This Agreement will enhance the Department's ability to support the organization technologically and strategically increase employee productivity by promoting the effective delivery of services to the public. Like the City's equipment replacement program, these technological refreshes provide an opportunity for IT staff to plan for, and move, the City towards next generation technology while enhancing the efficient operation and resiliency of the organization going into the future.

The Canon copiers and printers specified feature touchscreen displays and appropriate capacity for each user Department based on average monthly printing studies completed City-wide. In some cases, the new fleet will provide printing capacity of up to 75 pages per minute.

While the City is moving toward paperless solutions in many areas, paper documents remains critical to many operations such as new employee onboarding processes and Courthouse documentation. Each device will be capable of scanning to promote paperless transactions and eliminate the need for desktop scanners.

To procure the new lease for services, a competitive Request for Proposals (RFP 2324-002) was issued and the City received 13 responses. Following the completion of a thorough evaluation process, Canon emerged as the highest scoring bidder. Canon's proposal leverages OMNIA Partners Cooperative Agreement Pricing (Agreement #2020002755) which allows the City to obtain favorable terms and pricing based on the enhanced purchasing power offered through the cooperative agreement.

Staff recommends the approval of the Agreement with Canon Solutions America, Inc. for a five-year lease of Canon Copiers, Printers and Managed Print Services for an amount not to exceed \$ 288,881.30.

COORDINATION

Information Technology staff worked directly with all Departments to specify required equipment to structure the Agreement. The Agreement will be coordinated between Information Technology, Financial Services, and Canon. The purchase documents have been approved as to form by the City Attorney's Office.

FISCAL IMPACT

The total cost of \$288,881.30 will be spread evenly across the 5-year lease duration, with payments made from the appropriate Fiscal Years' IT Department Internal Service Fund. Funding is included in the IT Department's annual operating budget. The reduction in citywide copier and printer equipment is expected to save the City roughly \$130,000 over the five-year period.

Funding

\$288,881.30 - Info Technology Internal Service Fund

Expenditures

\$214,542.60 - Copier and Printer Lease

\$48,016.80 - Estimated Monthly Managed Print Services Fees (per-page model)

\$26,261.84 - 10% Contingency for additional devices and per-page overages

\$288,881.30 Total 5-Year Not to Exceed Cost

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Master Agreement, Canon Solutions America, Inc.
- Agmt - Removals and Returns, Canon Solutions America, Inc.
- Agmt - Lease Schedule, Canon Solutions America, Inc.

- Agmt - Managed Print Services Agreement, Canon Solutions America, Inc.