



## Cover Memorandum/Staff Report

File #: 24-557

Agenda Date: 6/18/2024

Item #: 6.I.1.

**TO: Mayor and Commissioners**  
**FROM: Jay Stacy, Chief Technology Officer**  
**THROUGH: Terrence Moore, City Manager**  
**DATE: June 18, 2024**

APPROVAL OF RESOLUTION NO. 73-24 TO AWARD AN AGREEMENT WITH CANON SOLUTIONS AMERICA, INC. FOR REPLACEMENT, MAINTENANCE, AND REPAIRS OF MULTIFUNCTION DEVICES; UTILIZING UNIVERSITY OF CALIFORNIA / OMNIA PARTNERS COOPERATIVE AGREEMENT NO. 202000275 IN THE AMOUNT OF \$630,500.00

**Recommended Action:**

Motion to Approve Resolution No. 73-24 to award an Agreement with Canon Solutions America, Inc., utilizing the University of California / Omnia Partners Cooperative Agreement No. 202000275 in the amount of \$630,500.00; authorizing the City Manager to exercise two one-year renewal options, in the amount below, contingent upon appropriation of funds.

**Background:**

Canon provides the City with over 60 multifunction devices which provide high-speed printing, scanning, and copying for departments city-wide. Below is a breakdown of the current costs along with projected costs over the following three years. These devices are necessary for providing printed material to the public, scanning paper documents to continue our transition to paperless workflows and storage, and general office work. As the City continues to implement paperless processes internally and the public continues to take advantage of online services, this need may change over time. Thirty of the machines are expected to be replaced with newer models and that is expected to increase annual costs in the short term. The City will continue to monitor usage and implement technology to reduce the need for printed materials.

DEPARTMENT	MACHINES	MONTHLY LEASE USAGE	Monthly Total	Annual Total	
CITY MANAGER	1	\$264.29	\$110.70	\$374.99	\$4,499.88
COMMISSION OFFICE	1	\$47.76	\$57.21	\$110.22	\$1,322.62
CITY ATTORNEY	1	\$388.19	\$28.56	\$416.75	\$5,000.96
HR - HUMAN RESOURCE	1	\$203.97	\$103.55	\$307.52	\$3,690.18

HR - RISK MANAGEMENT	1	\$155.68	\$23.34	\$179.02	\$2,148.29
PLANNING AND ZONING	1	\$394.21	\$394.61	\$788.82	\$9,465.85
BUILDING	1	\$312.64	\$139.47	\$452.11	\$5,425.33
BUSINESS TAX	2	\$155.77	\$28.54	\$257.55	\$3,090.55
IT DEPARTMENT	1	\$177.49	\$36.44	\$213.93	\$2,567.13
CITY CLERK	2	\$571.74	\$115.42	\$771.26	\$9,255.12
FIRE DEPARTMENT	9	\$294.59	\$75.44	\$1,578.94	\$18,947.34
FN - FINANCE	1	\$347.77	\$218.16	\$565.93	\$6,791.16
FN - PURCHASING	1	\$265.35	\$17.87	\$283.22	\$3,398.69
UTB DEPT	1	\$323.23	\$42.69	\$365.92	\$4,391.08
CODE ENFORCEMENT	2	\$312.64	\$184.74	\$852.01	\$10,224.10
PARKS & RECREATION	10	\$50.12	\$6.52	\$1,714.16	\$20,569.92
POLICE DEPARTMENT	17	\$265.35	\$37.50	\$4,721.55	\$56,658.61
SOC - ADMINISTRATION	1	\$265.35	\$106.82	\$372.17	\$4,466.09
PUBLIC WORKS	3	\$177.49	\$27.23	\$1,119.64	\$13,435.67
UTILITIES	3	\$177.49	\$19.26	\$1,427.68	\$17,132.20
				\$16,498.41	\$197,980.88

On March 15, 2016, City Commission authorized expenditures with Canon Solutions America, Inc. (Canon) utilizing the State of Florida (State) Contract No. 600-000-11-1. The State contract expired on February 3, 2020 and the City then piggybacked on the County of DuPage, IL / Omnia Partners Cooperative Agreement to Canon Solutions America, Inc. for multi-function copier devices and service solutions. The County of DuPage agreement has expired and the City now seeks approval to piggyback the University of California Omnia Partners Agreement through December 15, 2025 with the option to renew for five (5) additional one-year periods through December 15, 2030.

The agreement term will start upon full execution of the agreement and will expire on December 15, 2025.

Should the City exercise the renewal options provided in the Agreement, the cumulative Agreement value is provided below. The estimated contract value covers both the new equipment leases moving forward as well as the existing lease payments still valid under the previous contract.

Estimated Contract Value		
Contract Term	Upon full execution - Decem	\$200,000
Renewal Term 1	December 16, 2025 - Decem	\$210,000
Renewal Term 2	December 16, 2026 - Decem	\$220,500
Total Potential Contract		
Value: \$630,500		

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval

Required and Purchasing Policies, Accessing Contracts from Other Government Agencies and Not-for-Profit Organizations.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Fiscal Impact:**

001-16-000-516.44-30 Rentals and Lease Equipment