



Legislation Text

File #: 17-956, **Version:** 1

TO: Mayor and Commissioners
FROM: Mickey Baker - Chief Information Officer
THROUGH: Mark R. Lauzier - City Manager
DATE: February 20, 2018

APPROVAL OF FISCAL YEAR 2018 SPENDING GREATER THAN \$65,000 WITH CANON SOLUTIONS AMERICA INC FOR REPLACEMENT, MAINTENANCE, AND REPAIRS OF MULTIFUNCTION DEVICES (COPIERS) AND AUTHORIZE FUTURE PURCHASES THROUGH RESOLUTION NO. 13-18.

Recommended Action:

Motion for retroactive approval of \$103,000 for Fiscal Year 2017 and to approve future payment to Canon Solutions America, Inc. for replacement, maintenance, and repairs of multifunction devices in an amount not to exceed \$200,000 per fiscal year, and to authorize the City of Delray Beach (City) Manager to exercise any and all renewal options through Resolution No. 13-18.

Background:

Replacement, maintenance and repairs of multifunction devices (copiers) went through a solicitation process in 2016 where the City Commission awarded a contract to Canon Solutions America Inc. with pricing based on State of Florida Contract #600-000-11-1. Approval was authorized for Fiscal Years 2016 and 2017 not to exceed \$90,000 per fiscal year. We are seeking retroactive approval of \$103,000 spent for such services in Fiscal Year 2017 and approval of future annual spending in an amount not to exceed \$200,000. Additional Copiers were added to the Police Department in 2017 to replace outdated printers which increased our cost of copiers, but reduced our cost of printer replacement.

Our YTD Estimated costs on current Canon leases are \$108,000. We expect to add an additional \$80,000 with Canon copier replacements in Finance, City Attorney, City Manager, Community Improvement and Utility Billing. We are currently spending \$80,000 with leases and maintenance on Ricoh and Konica equipment in these areas which will be reduced as we terminate the Ricoh and Konica leases.

Authorization of previous amendment #4 to FL State contract ended on August 7, 2017. Terms and conditions of the current contract and Amendment #5 were approved by the State of Florida as of February 20th, 2017 for a period of one (1) year at the same terms and conditions, with a new contract expiration date of August 3, 2018.

City Attorney Review:

Resolution approved per City Attorney.

Funding Source/Financial Impact:

Each department has defined an account code to charge the multifunction lease and usage expenses.