



Cover Memorandum/Staff Report

File #: 21-906

Agenda Date: 9/13/2021

Item #: 6.F.

TO: Mayor and Commissioners
FROM: Jay Stacy, Information Technology Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: September 13, 2021

APPROVAL OF AMENDMENT NO. 1 TO THE AGREEMENT WITH **CANON** SOLUTIONS AMERICA, INC. FOR REPLACEMENT, MAINTENANCE, AND REPAIRS OF MULTIFUNCTION DEVICES, TO EXTEND THE AGREEMENT THROUGH SEPTEMBER 30, 2023 - \$600,000

Recommended Action:

Motion to Approve Amendment No. 1 to the Agreement with **Canon** Solutions America, Inc. for the replacement, maintenance and repairs of multifunction devices, to extend the term of the Agreement through September 30, 2023, in the total amount not to exceed \$600,000, for a total estimated contract amount not to exceed \$954,000.

Background:

On May 5, 2020, City Commission approved Resolution No. 62-20 to award an Agreement to **Canon** Solutions America, Inc. (**Canon**) for the replacement, maintenance and repairs of multifunction devices. The initial term of the Agreement began on May 5, 2020 thru September 30, 2020 in the estimated amount not to exceed \$130,000. On October 1, 2020, the City exercised the first renewal option through September 30, 2021, in the amount not to exceed \$224,000.

While the original award was based upon a five (5) year cooperative Agreement through the County of DuPage, IL / Omnia Partners Cooperative, valid October 1, 2018 through September 30, 2023, the City only requested City Commission approval to utilize the Agreement through September 30, 2021. Approval of Amendment 1 to the Agreement to extend the term through September 30, 2023, will permit the Information Technology Department to utilize the contracted pricing for these equipment leases and will streamline the purchasing process and increase efficiency of operations. Additionally, a cost savings will also be realized by leveraging the volume discounted pricing offered in the agreement.

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures, Change Orders and Amendments.

Attachments:

Legal Review Checklist
Amendment No. 1
Original Agreement
May 5, 2020 Agenda Cover Memo

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source:

Funding is available from 001-16-000-516.44-30 (Rentals and Leases Equipment).

Timing of Request:

Approval of this amendment is time sensitive.