



Takoma Park City Council Meeting – January 31, 2018 Agenda Item 2

Voting Session

Single Reading Ordinance Authorizing the Lease, Installation, and Support for Canon Photocopiers

Recommended Council Action

Approve ordinance for lease, installation, and support for Canon photocopiers

Context with Key Issues

The current lease for the City's Canon photocopiers expires in February 2018. After looking into various options, the IT Manager recommends entering into a new lease agreement with Canon Solutions America to replace the existing photocopiers and provide support for the duration of the new lease. Takoma Park is a member of the National Intergovernmental Purchasing Alliance (National IPA), a cooperative purchasing entity, which allows its members to leverage group buying volume and use a pre-completed, publically awarded lease contract. A new contract could be awarded through the National IPA.

Council Priority

Engaged, responsive and service-oriented government

Environmental Impact of Action

Replacing the City's photocopiers with Canon's latest models will result in a slight reduction of consumable waste. Also, the new Canon photocopiers are more energy efficient and reliable.

Fiscal Impact of Action

The new lease will cost approximately \$50,400 per year. Through the new lease, and based on an analysis of the current lease and usage costs, we would expect annual savings over current costs to be more than \$6,000. The savings are due in part by pre-negotiating future copier volumes and a change in the method of calculating consumables.

Racial Equity Impact Statement

We do not believe that this Council action will disproportionately impact a particular racial group.

Attachments and Links

Single Reading Ordinance Authorizing the Lease, Installation, and Support for Canon Photocopiers

Introduced by:

Single Reading Ordinance

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2018-

AUTHORIZING THE LEASE OF CANON PHOTOCOPIERS

WHEREAS, the lease for Canon photocopiers is expiring in February 2018; and

WHEREAS, the average annual cost will change from \$57,492 to an estimated \$50,400; and

WHEREAS, the City is a member of the National Intergovernmental Purchasing Alliance (National IPA), a cooperative purchasing entity; and

WHEREAS, a new contract for Canon photocopiers can be awarded through the National IPA; and

WHEREAS, the City's Technology Steering Committee reviewed the proposal for this project and recommended that the project be approved.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or his designee is authorized to enter into an agreement with Canon Solutions America to lease and service photocopiers.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this ____ day of _____, 2018 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: