



Takoma Park City Council Meeting – May 5, 2021 Agenda Item 3A

Work Session

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

Recommended Council Action

Consider ordinance for lease, installation, and support for Canon photocopiers.

Context with Key Issues

The current lease for the City's Canon photocopiers expires in June 2021. After looking into various options, the IT Director 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 and a Fiscally Sustainable Government.

Environmental Considerations

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 Considerations

The new lease term is 39 months with a total cost of \$119,145 compared to our prior lease of 39 months at \$144,245. The savings are due in part by pre-negotiating future copier volumes in a COVID and post COVID environment and a change in the method of calculating consumables which reduces the possibility of overages.

Racial Equity Considerations

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

Attachments and Links

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

Introduced by:

Single Reading Ordinance

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2021-

AUTHORIZING THE LEASE OF CANON PHOTOCOPIERS

WHEREAS, the Canon photocopier lease is included in the operating budget; and

WHEREAS, the current lease for Canon photocopiers is expiring in June 2021; and

WHEREAS, after evaluating options, the IT Director recommends entering into a new 39-month lease agreement with Canon Solutions America to replace the existing photocopiers and provide support for the duration of the new lease; and

WHEREAS, the lease would be a cooperative procurement based on a publicly awarded contract through the National Intergovernmental Purchasing Alliance (National IPA), of which the City is a member, the new lease will begin immediately following the installation of the new equipment; and

WHEREAS, the new lease arrangement will reduce the average monthly cost from \$3,699 to an estimated \$3,055; and

WHEREAS, the City's Technology Steering Committee and Senior Leadership Team 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 her 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 _____, 2021 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: