



Takoma Park City Council Meeting – July 1, 2024 Agenda Item 6

Voting Session

Single Reading Ordinance Authorizing Renewal of Canon Solutions America Lease Agreement

Recommended Council Action

Adopt single reading ordinance authorizing the City Manager to enter a four-year services and equipment lease.

Context with Key Issues

Since 2018, the City of Takoma Park has utilized Canon Solutions America services as our primary solution for printing, scanning, and faxing. Over the years, we have found this platform to be efficient and reliable for our operational needs. In this service model, the City leases its printers and copiers from the vendor who is responsible for all maintenance, repairs, upgrades, equipment replacements, and troubleshooting. Similar to city software agreements like Google Workspace and Microsoft Office, Canon services and equipment are fully integrated into our day-to-day municipal functions and transitioning to any new equipment would require substantial resources.

The renewal quote the City received is for a four-year lease term at a fixed \$3,054/month or \$36,648/year for the entire four-year term. This fixed amount is within the FY25 budgeted amount and will lock-in pricing without increases over the four-year term. The FY25 budgeted amount is split between all City departments who utilize these core services in their daily functions. Based on the vendor's quote, because the City is pursuing a four-year rather than a shorter-term lease, the City will save approximately \$25,000 over the course of the term.

Following consultation with the City Attorney, staff recommends that Council adopt the single reading ordinance authorizing this four-year lease extension with Canon Solutions America.

Council Priority

Engaged, responsive, and service-oriented government.

Environmental Considerations

N/A

Fiscal Considerations

The \$36,648 lease and services costs for Canon Solutions America services is included in the FY25 budget.

Racial Equity Considerations

N/A

Attachments and Links

1. Canon Solutions America Quote: This document provides a detailed breakdown of the costs associated with renewing our services subscription for the period.
2. Single reading ordinance.



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Canon Proposal for The City of Takoma Park

Presented by:

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Canon Solutions America, Inc.

4100 Fairfax Dr

Arlington, VA 22203

May 17, 2024

*Offer valid for **May 24** Order*



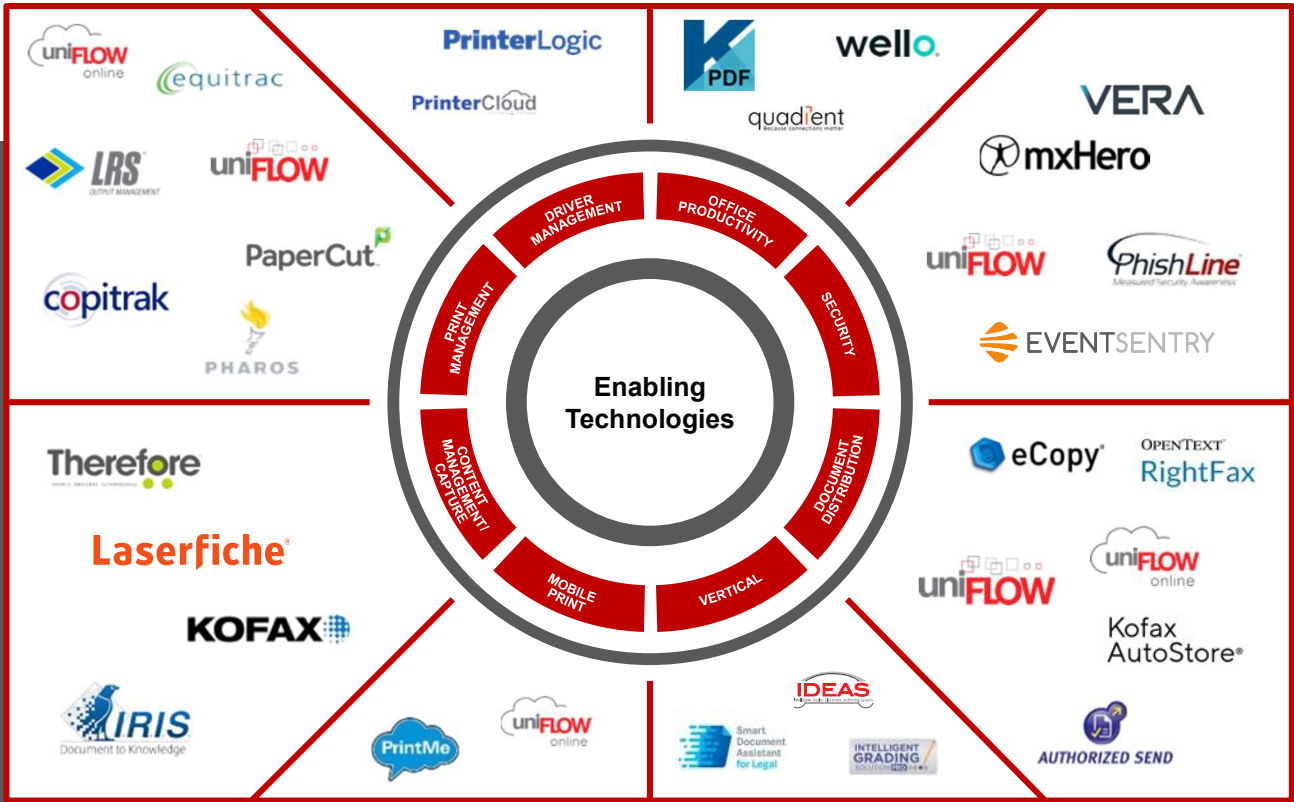
CANON SOLUTIONS AMERICA

The Canon You May Not Know

WORKPLACE TECHNOLOGIES & SERVICES SOFTWARE

There's no denying that hardware is a critical component in the path toward enhancing productivity. But to truly fulfill the capabilities of an application, you need seamless access to integration in your environment.

With a comprehensive portfolio of transformative solutions, Canon Solutions America helps to enable technology in the areas most important to your success.



EXPERIENCE EFFICIENCY WITH DIGITAL TRANSFORMATION

WE HELP TO BRIDGE THE GAP IN AREAS LIKE:

 Process Automation	 Digital Document Conversion	 Document Workflow Solutions	 Content Onboarding/Standardization Processes	 Intelligent Forms Processing	 Document Scanning and Indexing Services	 Data Analytics and Business Insights
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STREAMLINE YOUR PRINT ENVIRONMENT WITH STRATEGIC MANAGED SERVICES

Help streamline processes, simplify oversight, and enhance security to achieve optimal output. Canon Solutions America's expertise in Managed Services implements our proactive Change Management methodology and hands-on design to provide a productive and sustainable support platform for your organization.

MANAGED PRINT

Expert print management to help simplify the oversight and administration of your devices to:



Increase operational efficiencies.



Reduce overall spend and IT involvement.



Enhance security.

MANAGED SECURITY

Help secure your data and information with tools and consultative services like:



Cybersecurity Integrity Audits



Virtual Chief Information Security Officer (vCISO)



Printer Fleet Cybersecurity as a Service



Managed Detection and Response as a Service

MANAGED OFFICE

Focus on core tasks while we handle the rest in areas like:



Scanning, Indexing, and Archiving



Reception, Pantry, and Conference Room



Mail, Shipping, Receiving



Production Print Services



Technical Support



Facilities Services

The comprehensive portfolio of imageRUNNER ADVANCE DX models and integrated solutions from Canon Solutions America can empower those responsible for print management to thrive in this challenging, often chaotic, environment. They can help simplify the end-user experience and management of technology, better control sensitive information and print-related costs, and help ensure that technology investments proactively evolve with changing needs.

EASY, INTUITIVE, AND CONSISTENT

imageRUNNER ADVANCE DX devices are designed to be in sync with how users work. All models feature a large 10.1" responsive and intuitive touchscreen, making operation clear and virtually seamless. User-friendly techniques echo the operation of smartphones and tablets.

INTEGRATING WORKFLOWS AND ACCESS TO THE CLOUD

Addressing the trending increase in the use of cloud-based services, the imageRUNNER ADVANCE DX models are cloud-ready, engaging with many popular cloud services. And, these models integrate seamlessly with Canon software as well as many third-party solutions and enterprise applications so organizations can benefit from powerful output management, document capture, information management, and other productivity-boosting solutions.

FULL SUITE OF WORKFLOW SOLUTIONS

Canon Solutions America also offers a powerful suite of software solutions with upgrade paths as organizations grow. A tiered, modular approach allows an organization to implement a tailored solution that can help achieve efficiency and productivity goals at various budget levels.

CONTINUOUS IMPROVEMENTS

The innovative Unified Firmware Platform (UFP) allows Canon imageRUNNER ADVANCE models to be updated with cutting-edge features, new functionality, and enhanced security measures on an ongoing basis, ensuring that each device is not only capable, but also consistent.

A CUSTOMIZED EXPERIENCE

Users can customize their experience to their personal preferences. Once they log in they'll see their preferred default start screen and desired language; preferred settings for Copy, Send, Fax, and Store; accessibility settings; easy recall of previous job settings; and more—all following them from device to device. Users can also take advantage of single sign-on (SSO) to access and scan to available cloud destinations.

CENTRALLY MANAGE A FLEET

Canon imageRUNNER ADVANCE DX models support centralized device management, allowing for the control of an entire fleet from one central point. It's easy and intuitive to monitor device status and consumables, turn off devices remotely, capture meter readings, manage address books and print drivers, implement security policies, even update firmware and device settings—anytime, anywhere.

SECURITY MANAGEMENT

Security policy settings can be configured from a central area of the remote administration tool and can be controlled with a dedicated password. After establishing these settings, an administrator can utilize device management tools to export across other devices in the fleet. The security policy settings can be monitored at regular intervals. Notifications can be configured to alert when changes are made and even reapply the established policy settings.

FUTURE EMBEDDED APP DEVELOPMENT

imageRUNNER ADVANCE DX systems integrate with a range of powerful Canon and third-party software, thanks to the embedded application platforms— MEAP and MEAP Web.





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imageRUNNER Advanced DX Devices

Product Line-Up

Color A3

imagePRESS Lite C270 Series



Color
C270: 80/70 ppm
C265: 70/65 ppm

imageRUNNER ADVANCE DX C5800 Series



Color
C5870i: 70/70 ppm
C5860i: 60/60 ppm
C5850i: 50/50 ppm
C5840i: 40/40 ppm

imageRUNNER ADVANCE DX C3900 Series



Color
C3935i: 35/35 ppm
C3930i: 30/30 ppm
C3926i: 26/26 ppm

BW A3

imageRUNNER ADVANCE DX 8900 Series



BW
8905i: 105 ppm
8995i: 95 ppm
8986i: 86 ppm

imageRUNNER ADVANCE DX 6800 Series



BW
6870i: 70 ppm
6860i: 60 ppm
6855i: 55 ppm

imageRUNNER ADVANCE DX 6980i



BW
6980i: 80 ppm

imageRUNNER ADVANCE DX 4900 Series



BW
4945i: 45 ppm
4935i: 35 ppm
4925i: 25 ppm

A4

imageRUNNER ADVANCE DX C568iF Series



Color
C568iF/C568iFZ: 60/60 ppm
C478iF/C478iFZ: 50/50 ppm

imageRUNNER ADVANCE DX C359iF Series



Color
C359iF: 36/36 ppm
C259iF: 26/26 ppm

imageRUNNER ADVANCE DX 719iF Series



BW
719iF/719iFZ: 75 ppm
619iF/619iFZ: 65 ppm
529iF/529iFZ: 55 ppm

Additional Solutions



Output Management

- Secure Print (Std.)
- Universal Login Manager*
- uniFLOW Online Express*
- uniFLOW Online
- uniFLOW
- AA-PRINT
- Kofax ControlSuite



Information Management and Workflow

- Advanced Box (Std.)
- Therefore™
- Therefore™ Online
- Therefore™ Online SMB Elite
- mxHERO



Device Management

- Remote User Interface (Std.)
- imageWARE Enterprise Management Console*
- imageWARE Remote*
- Netaphor



Mobile Solutions

- Canon PRINT Business*
- EFI PrintMe
- uniFLOW Online
- uniFLOW
- Therefore™ Mobile



Document Capture and Distribution

- Scan and Send (Std.)
- Authorized Send
- uniFLOW Online
- uniFLOW
- IRIS Powerscan
- IRISXtract
- Kofax eCopy Share Scan
- Kofax AutoStore
- Kofax ControlSuite
- Kofax Power PDF



Workplace Solutions

- AMLOS
- Whiz



BLI 2022 - 2024
Most Reliable A3 Brand Award

From Keypoint Intelligence



imageRUNNER
ADVANCE



BLI 2022 A3
Line of the Year Award

From Keypoint Intelligence



ENERGY STAR
PARTNER

Designed for business environments of any size, uniFLOW Online can help reduce and allocate printing costs, limit unauthorized access to printed documents, improve office productivity, and enable central control of printing, scanning, copying, and faxing



Cloud Print & Scan

- Enables users to print confidential documents securely
- Offers mobile printing, My Print Anywhere and the Universal Output Queue.
- Includes basic scanning capabilities to capture documents and distribute them to multiple destinations.
- Customers receive a subscription package to enhance both document security and office productivity.

Flexible Authentication

Users are required to authenticate to gain access to their compatible Canon device using one of the following:

- Proximity Card* • PIN Code • Image Log-in and Optional PIN Code • Department ID

Secure Printing

Users' print jobs can be retrieved at whichever networked and supported Canon models they choose, and print jobs are only released after authenticating at the device unless set up otherwise by an Administrator. Secure Print options include:

- SmartClient • Universal Output Queue • Print From Cloud • Chrome Extension • Universal Print by Microsoft® • Direct Secure Print • Delegation Printing

Mobile Printing

Users can submit print jobs from their networked, compatible PCs, smartphones, tablets, or the Mobile Print & Scan App, and print job submissions will follow them from one compatible device to another. Features include:

- uniFLOW Online Print & Scan App • Mobile Printing for Guests • Email Printing



Document Scanning

Users can scan documents directly from any supported Canon model using the lean and intuitive user interface. Single sign-on to any of the following:

- Secure "Scanto-Myself" • Scan to Email with Exchange Online • Google Drive • Microsoft OneDrive/ Microsoft OneDrive for Business • Microsoft Teams • Therefore™ Online • Evernote • Box • Microsoft SharePoint Online • Dropbox • Scan to Local Network Folders • Scan to Desktop PC

Cost Tracking

Administrators can use the comprehensive uniFLOW Online Dashboard to view valuable analytical information.

Device activity costs can be allocated to users or departments. If needed, administrators can even create different projects or cases under the cost center menu so that users can charge their print, scan, or copy charges accordingly. Reporting and tracking options include:

- Budgeting • Reporting • Accounting • Cost Centers

Cloud Infrastructure

There's no requirement for local uniFLOW servers, and configuration and management of the system take place in the cloud.



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Configuration Detail

(1x) IMAGERUNNER ADVANCE DX C568IF

- i. Mid Volume Connectivity 30+ppm Up To 79ppm
- ii. Power Filter 15a/120v - W2000-15-120
- iii. Install Pak Ira Dx C477if / C477ifz / C478if / C478ifz / C568if / C568ifz

(5x) IMAGERUNNER ADVANCE DX 4935I

- i. Inner 2/3 Hole Puncher
- ii. Cassette Feeding Unit
- iii. Inner Finisher
- iv. Single Pass DADF
- v. Super G3 Fax Board
- vi. Mid Volume Connectivity 30+ppm Up To 79ppm
- vii. Imagerunner Advance Dx 4945i/ 4935i/ 4925i Install Pak

(1x) IMAGERUNNER ADVANCE DX C5840I

- i. Paper Deck Unit
- ii. Cassette Feeding Unit
- iii. Buffer Pass Unit
- iv. Booklet Finisher With Tri-fold
- v. Super G3 Fax Board
- vi. Power Filter 15a/120v - W2000-15-120
- vii. Mid Volume Connectivity 30+ppm Up To 79ppm
- viii. INSTALL PAK DX C5870I/C5860i/C5850i/C5840i

(1x) IMAGERUNNER ADVANCE DX C5840I

- i. Paper Deck Unit
- ii. Cassette Feeding Unit
- iii. Buffer Pass Unit
- iv. Staple Finisher
- v. Super G3 Fax Board
- vi. Power Filter 15a/120v - W2000-15-120
- vii. Mid Volume Connectivity 30+ppm Up To 79ppm
- viii. INSTALL PAK DX C5870I/C5860i/C5850i/C5840i

(3x) IMAGERUNNER ADVANCE DX C5840I

- i. Cassette Feeding Unit
- ii. Buffer Pass Unit
- iii. Staple Finisher
- iv. Super G3 Fax Board
- v. Power Filter 15a/120v - W2000-15-120
- vi. Mid Volume Connectivity 30+ppm Up To 79ppm
- vii. INSTALL PAK DX C5870I/C5860i/C5850i/C5840i

(1x) IMAGERUNNER ADVANCE DX C5840I

- i. Cassette Feeding Unit
- ii. Inner Finisher
- iii. Super G3 Fax Board
- iv. Power Filter 15a/120v - W2000-15-120
- v. Mid Volume Connectivity 30+ppm Up To 79ppm
- vi. INSTALL PAK DX C5870I/C5860i/C5850i/C5840i

UNIFLOW UPGRADE

- i. (12x) Micard Multitech4
- ii. Uniflow Implementation Services By Local Systems Analyst

This Quotation does not constitute a binding offer and is provided for informational purposes only. Pricing in this Quotation is subject to change or correction. Canon Solutions America, Inc. ("CSA") will be legally bound only if and at such time as CSA enters into a separate agreement with you for the products and services described in this Quotation. Lease pricing will be subject to a lease agreement with CSA's affiliate, Canon Financial Services, Inc. ("CFS"). Any such separate agreements, including a lease agreement, will be governed by and subject to Contract Terms and Conditions, which are available for your review at ess.csa.canon.com/CUSTOMERDOCUMENTS. You are strongly encouraged to review those Contract Terms and Conditions carefully. As part of the separate agreement between you and CSA and CFS, you will be required to acknowledge that you have reviewed, and to agree to, the Contract Terms and Conditions.



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Financial Details

PROPOSED CONFIGURATION		PROPOSED COSTS	
		48 Month Lease Payment:	\$3,054.00
		36 Month Lease Payment:	\$3,565.00
Qty	Description		
1	IRADVDC568IF	Maintenance Details – usage-based plan, toner & staples included	
5	IRADVDX4935I	Fixed Rates for lease term, Autotoner Fulfillment	
6	IRADVDC5840I		
		Committed Volume: (Included in lease payment)	Color Black
			0 0
		Click Rates:	\$0.0429 \$0.00828

**Pricing is contingent on May and June payments being made.

Details:

1. Lease is a Fair Market Value Lease, serviced by Canon Financial Services Inc.
2. Lease Term is 48/36 Months (48/36 monthly payments)
3. **TONER is INCLUDED**; no need to purchase toner or staples separately
4. Toner is replenished and shipped automatically when the machine requires it
5. For service & maintenance, Cost per copy rates include all parts and labor required to repair or maintain the equipment during the lease term
6. Service Rates are **Fixed** and shared among all devices for the duration of the 48 Month Lease Term
7. Delivery, Setup & Installation are included
8. Training for DX devices is delivered online via eLearning Website.

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CSA HELPDESK

ESSENTIAL RESOURCES

Canon Solutions America provides you with access to a comprehensive catalog of helpful tools, services, and resources.

SUPPORT AND SERVICE DISPATCH:
1-800-355-1385

SELECTION

1

SERVICE, PRODUCT TRAINING, OR SUPPORT

PROMPTS

1. Place a new service request or obtain the status of a previously placed service request.

TIP: Select this option when you need on-site product repair. Please have the device serial number or tag number available, along with any error codes displayed.

2. For phone support, Help Desk, or training.

TIP: Select this option when you have questions about your device or software installed on the device. You'll be asked what type of device you have. The model name is generally on the front of the device.

ADDITIONAL RESOURCES

eLearning (online training for eligible imageRUNNER ADVANCE products) elearning.csa.canon.com

SELECTION

2

SUPPLIES

PROMPTS

Select the option for your product.

ADDITIONAL RESOURCES
myCSA.csa.canon.com

*Please note:
myCSA requires initial registration for access and use.*

SELECTION

3

EQUIPMENT SALES

ADDITIONAL RESOURCES
busdev@csa.canon.com

SELECTION

4

BILLING INQUIRIES, METER READS, OR INFORMATION ABOUT YOUR ACCOUNT

PROMPTS

1. Meter reads.

TIP: Please have meter information available.

ADDITIONAL RESOURCES
myCSA.csa.canon.com

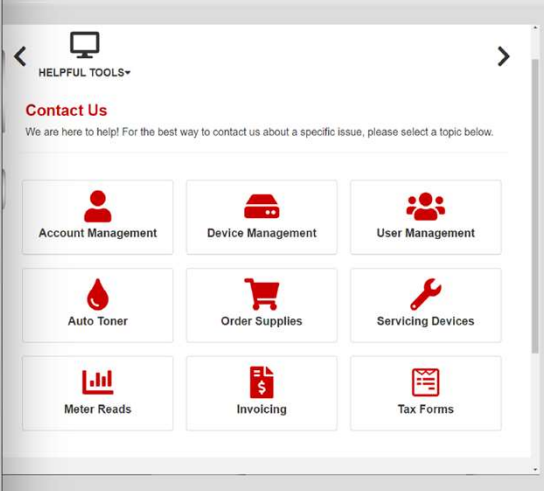
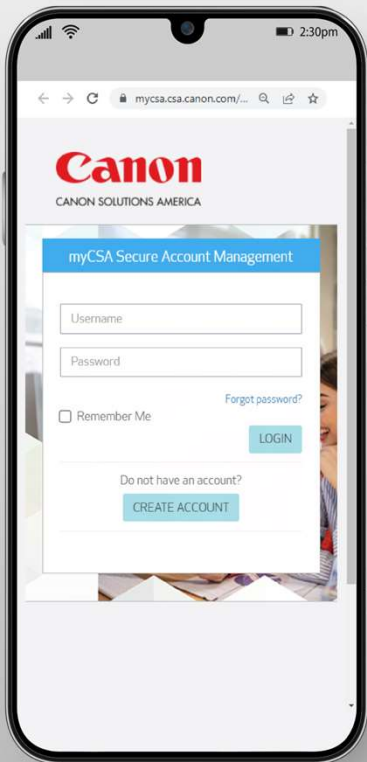
2. All other inquiries

ADDITIONAL RESOURCES
customer@csa.canon.com

myCSA

Secure Account Management

Anywhere. Anytime.



Any Device.

Overview

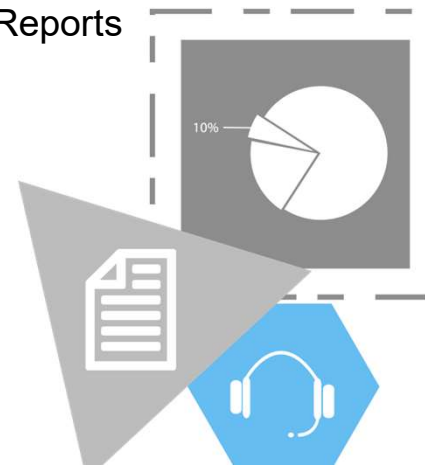
- Available 24/7
- View your fleet status
- Enter meter reads
- Place service requests
- Order supplies
- Auto Toner enrollment
- Mobile friendly

Quick Access:

- Submit Meter Readings
- View Meter History
- Order Contracted Supplies
- Track Supply Orders
- Request Service
- Review Service History
- Auto Toner Enrollment Options

Administrator Access:

- All Business User Features
- View Invoices
- Pay Invoices
- Manage Business Users
- View Contract Billing Reports



Thank you for your consideration.

Canon

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Introduced by:

Single Reading

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2024-

AUTHORIZING CANON SOLUTIONS AMERICA LEASE AGREEMENT

WHEREAS, the Information Technology Department is seeking approval to renew a lease agreement with Canon Solutions America for office copiers and printers for a four-year term; and

WHEREAS, the current agreement with Canon Solutions America is set to expire, and timely action is required to ensure uninterrupted access to essential services; and

WHEREAS, the recent enhancements and updates to the Canon Solutions America platform have demonstrated its continued value and relevance to our organization, prompting the decision to continue our leases; and

WHEREAS, the Fiscal Year 2025 Budget includes funding for this renewal.

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

Section 1. The City Manager is authorized to enter into a four-year lease agreement with Canon Solutions America in the amount of THIRTY-SIX THOUSAND SIX HUNDRED FORTY-EIGHT DOLLARS (\$36,648) per year.

Section 2. This Ordinance shall become effective upon adoption.

Adopted by roll-call vote this ____ of _____, 2024.

AYE:

NAY:

ABSTAIN:

ABSENT: