

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Amendment 1 for Copier Rental Services
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of Amendment 1 with Ricoh USA, Inc. (Macon, GA) in the amount of \$13,089.51 per month, for copier rental services and applicable per-copy charges, for all City departments. Amendment 1 extends the current contract on a month-to-month basis for an additional six-month period, beginning July 1, 2022.

Per Resolution No. 46-15, dated February 10, 2015, Council authorized the execution of a contract with Ricoh USA, Inc. for copier rental and maintenance services via US Communities contract 4400003732. The majority of the copier lease agreements will expire on June 30, 2022.

An RFP was issued in January 2022 and per Resolution No. 104-22, dated April 12, 2022, Council authorized the execution of a new contract with Canon Solutions America, Inc. The contract was set to commence on July 1, 2022; however, the Information Technology Department was informed that Canon Solutions America, Inc. is unable to complete the transition by July 1, 2022 due to supply constraints. Ricoh USA, Inc. agreed to extend the current contract to allow adequate time for the contract transition process.

Funds are budgeted each fiscal year for this ongoing expense: Various departments – Copier Charges; 6632.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT 1 WITH RICOH USA, INC. (MACON, GA) IN THE AMOUNT OF \$13,089.51 PER MONTH, FOR COPIER RENTAL SERVICES AND APPLICABLE PER-COPY CHARGES, FOR ALL CITY DEPARTMENTS. AMENDMENT 1 EXTENDS THE CURRENT CONTRACT ON A MONTH-TO-MONTH BASIS FOR AN ADDITIONAL SIX-MONTH PERIOD, BEGINNING JULY 1, 2022.

WHEREAS, per Resolution No. 46-15, dated February 10, 2015, Council authorized the execution of a contract with Ricoh USA, Inc. for copier rental and maintenance services via US Communities contract 4400003732. The majority of the copier lease agreements will expire on June 30, 2022; and,

WHEREAS, an RFP was issued in January 2022 and per Resolution No. 104-22, dated April 12, 2022, Council authorized the execution of a new contract with Canon Solutions America, Inc. The contract was set to commence on July 1, 2022; however, the Information Technology Department was informed that Canon Solutions America, Inc. is unable to complete the transition by July 1, 2022 due to supply constraints. Ricoh USA, Inc. agreed to extend the current contract to allow adequate time for the contract transition process.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute Amendment 1 with Ricoh USA, Inc. (Macon, GA) in the amount of \$13,089.51 per month, for copier rental services and applicable per-copy charges, for all City departments. Amendment 1 extends the current contract on a month-to-month basis for an additional six-month period, beginning July 1, 2022. Funds are budgeted each fiscal year for this ongoing expense: Various departments – Copier Charges; 6632.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2022 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.

Councilor Thomas voting _____.
Councilor Tucker voting _____.
Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor