

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Print/Copy/Scan Solution (Annual Contract) – RFP No. 22-0021
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract with Canon Solutions America, Inc. (Montgomery, AL) for multifunctional devices that print, copy and scan. The devices will be used in all City departments.

The scope of services includes, but is not limited to:

1. Delivering and installing black and white devices and color devices that are new and assembled from new components by the manufacturer for both the initial installation and for additional devices procured during the contract term.
2. Provide simplified billing in a digital format (CSV, XLSX, etc.) that allows the Information Technology Department to automatically insert the information into the financial system).
3. Provide toner, support and maintenance, including emergency repair service during normal business. The vendor also shall provide full maintenance, including labor, all parts, travel, and preventive maintenance.
4. The City shall own no devices at the end of the contract term.
5. Removing and disposing City-owned devices throughout the contract term.

The initial term of the contract will be for five years, with the option to renew for five additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous contract was awarded to Ricoh Americas Corporation on February 10, 2015, per Resolution No. 46-15, via U. S. Communities contract number 4400003732.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on January 11, 2022. This RFP has been advertised, opened, and evaluated. Two proposals were received on February 25, 2022, from the following:

Canon Solutions America, Inc. (Montgomery, AL)
Ricoh USA, Inc. (Macon, GA)

The following events took place after receipt of the proposals.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	03/10/22	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the using department representative provided an overview. Proposals were emailed to each committee member to review.
1 st Evaluation Meeting	03/24/22	The Evaluation Committee discussed each proposal and determined clarification was required from both firms.
Clarification Requested	03/28/22	Clarification was requested from both firms.
Clarification Received	03/29/22	The clarification response was received and forwarded to the committee. The voting members confirmed they were ready to complete the evaluation forms.
Evaluation Forms Sent	03/29/22	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	04/01/22	The last set of evaluation forms were returned to the Purchasing Division.
Evaluation Results	04/04/22	The evaluation results were forwarded to the committee; the voters unanimously recommended award to the highest-ranking vendor of Canon Solutions America, Inc.

Evaluation Committee:

The proposals were reviewed by members of the Evaluation Committee, which consisted of two voting members from the Information Technology Department and one voting member from the City Manager’s Office.

Two additional representatives from the Information Technology Department served as alternate voters.

An additional representative from the Information Technology Department served as a non-voting advisor.

Award Recommendation:

Based on the final evaluation ballots results, the Committee unanimously recommends award to the highest-ranking vendor of Canon Solutions America, Inc.

Vendor Qualifications/Experience:

- Canon Solutions America, Inc., a New York corporation, was incorporated in 1971. The company began in the late 1970s as four independent organizations in the key markets of New York, Philadelphia, Chicago and Los Angeles. By the end of the 1990s, Canon U.S.A., Inc. purchased these four independent dealers to establish the Canon subsidiary sales network under

the banner Canon Business Solutions, Inc. In 2013, Canon Business Solutions and Océ North America integrated to become Canon Solutions America, Inc.

- The company has over 100 sales and service locations in most major metropolitan areas throughout the U.S., and a network of Canon-authorized service companies.
- Canon, Inc. is a 30.4 billion company that pursues global diversification with regional operations in the United States, Japan, Europe, Asia, Oceania, Middle East, and Africa. In their global structure, each region handles comprehensive sales and marketing duties. Throughout the group there are more than 181,000 employees and 343 research, sales, and manufacturing subsidiaries.
- In 2020, Canon Inc. ranked third overall in patents registered in the U.S. with a total of 3,225 patents.
- Listed below are the last three clients for whom the firm has provided similar services, *at the time proposals were received*:
 - o University of Alabama - Birmingham February 2020 – February 2025
Mixed fleet of approximately 300 units including Uniflow software, multifunctional printing devices, and print shop equipment.
 - o Chatham County, GA October 2018 – October 2022
120 multifunctional printing devices and 60 imageClass units with software.
 - o Effingham County (GA) Board of Education August 2018 – August 2022
70 multifunctional, single function and imageClass devices.

The City's Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations)) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

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

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH CANON SOLUTIONS AMERICA, INC. (MONTGOMERY, AL) FOR MULTIFUNCTIONAL DEVICES THAT PRINT, COPY AND SCAN. THE DEVICES WILL BE USED IN ALL CITY DEPARTMENTS.

WHEREAS, an RFP was administered (RFP No. 22-0021) and two proposals were received; and,

WHEREAS, the proposal submitted by Canon Solutions America, Inc. met all proposal requirements and was evaluated most responsive to the RFP; and,

WHEREAS, the contract term shall be for five years with the option to renew for five additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

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

That the City Manager is hereby authorized to execute an annual contract with Canon Solutions America, Inc. (Montgomery, AL) for multifunctional devices that print, copy, and scan. The devices will be used in all City departments. Funds are budgeted each fiscal year for 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