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TO: Hamburg Township Board

FROM: Tony Randazzo, Director of Technical & Utility Services

DATE: April 2nd, 2026

AGENDA ITEM TOPIC: Managed Print Services

Number of Supporting Documents: **03**

Requested Action

- Motion to approve the three-year contract with Toshiba Business Solutions to provide managed print services maintenance.

Background

Our current print management contract has long expired and we can lock in savings by entering into a new three-year agreement for managed print services. In this type of agreement, the vendor supplies us with toner for our printers and responds to service calls if a printer needs to be serviced. Part replacement is included as well.

I contacted three vendors for pricing on this contract: Applied Innovation and Toshiba Business Solutions both submitted quotes, while Image Tech declined after reviewing our usage and billing data. When comparing the two quotes from Applied and Toshiba, Applied offered a lower monthly price, however this would require us to spend a little over \$10,000 to replace several of our printers with the models they specified. Although Toshiba's monthly amount is \$123.55 higher than Applied, we can keep all our printers without the large capital expenditure, saving \$6,538.19 over three years. Applied does offer us a higher quarterly allowance of black/white prints, however when looking at our usage patterns, we typically don't exceed the amount that Toshiba is offering. By entering into this agreement, we will save \$269.44 per month compared to what we are paying right now.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes No

Are funds budgeted? Yes No

Fiscal year affected: 2025/2026 , 2026/2027, 2027/2028, 2028/2029

Is a budget amendment required? Yes No

General Ledger numbers affected: 101.275.752.000