



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** December 17, 2025

**Originating Department:** Information Technology

**Agenda Title:** Resolution 106-12-25 - Agreement (Piggyback) - Copier & Multi-Function Devices - Canon USA, Inc.

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$15,837.60 **Funding Source:** General Fund

**Account Number:** Various **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:**

- 1. Canon USA, Inc. Agreement
- 2. Resolution 106-12-25
- 3. Agreement Canon
- 4. FL Dept. of Management Services Contract

**Please initial one:**

PM Yes, I have notified everyone.

Not applicable in this case

#### **Summary Explanation/Background:**

The Information Technology Department has identified a need to select a contractor to replace and upgrade its existing copier and multi-function device fleet within Town facilities to ensure operational efficiency, document security and provide cost-effective printing solutions (within the following locations: Clerk's Office, Human Resources/Town Manager, Community Development, Special Events/Marketing, Lake Park Library, Marina, Public Works, and Recreation Building).

To ensure the lowest possible price, staff is recommending that the Town piggyback off the current Florida Department of Management Services/State of Florida Alternate Contract Source, which is part of the NASPO ValuePoint cooperative purchasing program, that was awarded to

Canon USA, Inc. through a competitive selection process (No. 44100000-24-NASPO-ACS), for the provision of multi-function devices, copiers, related software and managed print services.

Note: Various documents related to this competitive selection process are either attached and/or available for review by contacting the Town Clerk's Office, including No. 44100000-24-NASPO-ACS and published addendums, as required.

If approved, the Town Commission would accept Canon USA's pricing by piggybacking the Florida Department of Management Services/State of Florida Alternate Contract Source (ACS), including all terms, conditions and pricing therein. The term of the proposed agreement with the Town of Lake Park, if approved, would be four (4) years with no options to renew. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

As provided within the Town's Purchasing Code, Sec. 2-249. Alternative Source Selection - 1. Cooperative purchases: Purchases utilizing contracts of other Florida entities:

Notwithstanding any requirements of this division, the purchase of goods and services under a contract with a Florida municipal governmental agency, political subdivision, or government-related association for the same scope of services may be made providing that the originating entity utilized a competitive process substantially similar to that used by the Town.

Note: Utilizing an existing competitively awarded contract will enable the Town to streamline the procurement process, benefit from pre-negotiated, volume-based pricing and engage a vendor with a proven record of performance and technical expertise. Furthermore, piggybacking on this agreement will accelerate project mobilization, support cost control and ensure compliance with state and local procurement requirements.

Funding to support this Agreement is available within the current FY 2026 Budget – Various Funds.

Note: According to the Town's IT Department, the expected annual savings to be experienced from the current Agreement is approximately \$10,222.92. Additionally, IT believes that additional savings in monthly usage costs can be gained by the use of print management software that is included in this agreement.

The proposed Agreement was prepared by the Town's Chief Information Technology Officer and reviewed by the proposed vendor, Canon USA, Inc., the Finance Director and the Town Attorney.

The Town has worked with Canon USA, Inc. since 2017 and they have provided a quality product and good customer service.

**Recommendation:**

I move to approve Resolution 106-12-25 and authorize a Copier and Multi-Function Device Agreement (piggyback) with Canon USA, Inc.; and authorize the Mayor to execute the proposed Agreement.