



CITY OF NOVI CITY COUNCIL
APRIL 17, 2023

SUBJECT: Approval to award a sixty-three-month lease for multi-function copy equipment to Canon Solutions America through the OMNIA Partners National IPA cooperative purchasing agreement for \$17,410.92 annually. Subject to final review and approval of the contract form by the City Manager's Office and City Attorney.

SUBMITTING DEPARTMENT: Integrated Solutions – Technology Division

EXPENDITURE REQUIRED	\$17,410.92
AMOUNT BUDGETED	\$20,000.00
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	101-228.00-942.200

BACKGROUND INFORMATION: The City of Novi's current multi-function copy equipment was originally leased (five-year agreement) in 2016. We took ownership of the devices at the end of the lease and used the equipment for an additional two years. While we have been pleased with the Canon devices, we are starting to see a significant increase in calls for service. As a result, the Integrated Solutions Technology team met with a representative from multiple departments to review their needs and solicit feedback on the brand's performance. Overall, the feedback on the Canon brand was positive. Using this information, the team worked with our current Canon vendor and Canon Solutions America (CSA) to provide pricing on replacement devices using a competitively bid contract. Upon review of the solutions provided by both vendors, the team's evaluation was that CSA is the best overall solution for the City of Novi. CSA had a lower lease interest rate than their competitor, and their service technicians are located in the City of Novi.

RECOMMENDED ACTION: Approval to award a sixty-three-month lease for multi-function copy equipment to Canon Solutions America through the OMNIA Partners National IPA cooperative purchasing agreement for \$17,410.92 annually. Subject to final review and approval of the contract form by the City Manager's Office and City Attorney.