

To: Mayor and Town Council

From: Leigh Johnson, Director of Information Technology

**Through: Mario Canizares, Town Manager
Bob Scott, Deputy Town Manager**

Re: Managed Print Services and Equipment Lease Agreement

Town Council Meeting – August 25, 2026

Strategic Visioning Priority: Provide Excellent Municipal Services

Agenda Item:

Consider and act upon authorizing the Town Manager to execute an agreement with Canon U.S.A., Inc. for managed print services, including the lease and maintenance of the Town's copier and printer fleet, through Texas Department of Information Resources (DIR) Contract DIR-CPO-5428 for \$250,899.

Description of Agenda Item:

In December 2014, the Town entered into an agreement with ImageNet Consulting for print management services, including copier leases and maintenance services for the Town's copier and printer fleet. Since that time, the Town has continued to utilize the equipment and services provided under the agreement.

The existing copier and printer fleet is now aging, and several of the models currently in service have reached a point where replacement parts are no longer readily available. Continued operation of the existing equipment increases the potential for extended outages, reduced equipment reliability, and difficulty maintaining consistent service levels across Town facilities.

To address these concerns, Town staff evaluated options to replace the existing fleet and establish a new managed print services agreement. The proposed agreement will provide for a full replacement of the Town's copier and printer fleet, along with ongoing maintenance, support, supplies, and related managed print services.

Procurement will be made through Texas Department of Information Resources Contract DIR-CPO-5428.

Budget Impact:

The proposed agreement has a total annual cost of \$50,180, consisting of equipment lease costs and managed print/maintenance services for a term of 60 months.

Funding for these services is included in the adopted budget and will be charged to the applicable equipment lease and print management accounts.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. Canon U.S.A., Inc. Proposal
2. DIR-CPO-5428 Contract

Town Staff Recommendation:

Town Staff recommend the Town Council authorize the Town Manager to execute an agreement with Canon U.S.A., Inc. for managed print services, including the lease and maintenance of the Town's copier and printer fleet, through Texas Department of Information Resources (DIR) Contract DIR-CPO-5428 for \$250,899.

Proposed Motion:

I move to authorize the Town Manager to execute an agreement with Canon U.S.A., Inc. for managed print services, including the lease and maintenance of the Town's copier and printer fleet, through Texas Department of Information Resources (DIR) Contract DIR-CPO-5428 for \$250,899.