

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

**Topic:**

Approve a service agreement with Canon Financial Services for lease and support of the citywide copiers through a Department of Information Resources (DIR) Contract (Contract No. DIR-CPO-4437) for a total contract amount of \$275,000 for a total of five years beginning August 6, 2024 and expiring August 5, 2029, for an annual not-to-exceed amount of \$55,000.00, authorize the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the expenditure. This amount is included in the FY 2023-2024 budget and will be included in annual budget request during the term of the contract.

**Background:**

Canon Financial Services has been providing lease and support services to the City for many years through a contract that assigns a front-end support team, Marimon DBA Flex Technology, that is dedicated to the City of Tomball to provide required support and service of the copiers in place.

The proposed services agreement will be for a new five-year agreement and includes the lease of the actual copiers, service maintenance fees, and copier supplies, excluding paper. Additionally, the services agreement contains a paper consumption fee that can range per month depending on the quantity of copies and prints processed, this is a standard practice with the services provided.

Based on the City’s adopted Procurement Policy, staff is requesting approval of a service agreement renewal for lease and support of citywide copiers through an existing DIR Contract for a five-year term, expiring August 5, 2029. The table below identifies the annual estimated contract amount that will be included in the Information Technology annual budget. The proposed contract includes a 16% increase from our previous contract in 2020, an approximate increase of 3% annually. The increase also includes the addition of a printer at the Community Center which was previously not on the 2020 contract.

Annual Contract Amounts				
Contract Year One August 6, 2024 – August 5, 2025	Contract Year Two August 6, 2025 – August 5, 2026	Contract Year Three August 6, 2026 – August 5, 2027	Contract Year Four August 6, 2027 – August 5, 2028	Contract Year Five August 6, 2028 – August 5, 2029
\$55,000	\$55,000	\$55,000	\$55,000	\$55,000

\*Contract totals are based off printing estimates and may change based on the total number of copies printed annually.

The proposed service agreement with Canon Financial Services will be for a total not-to-exceed contract amount of \$275,000 over the five-year contract term.

**Origination:** Information Technology

**Recommendation:**

Staff recommends approving the services agreement with Canon Financial Services for a total contract amount of \$275,000, for an annual not-to-exceed amount of \$55,000.

