



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 20, 2018

FROM: RIVERSIDE PUBLIC LIBRARY WARD: ALL

SUBJECT: LEASE AGREEMENT WITH CANON SOLUTIONS FOR INSTALLATION, USAGE AND MAINTENANCE OF SEVEN COPIERS/PRINTERS AT VARIOUS LIBRARY LOCATIONS FOR A SIXTY-MONTH TERM IN THE AMOUNT OF \$180,520

ISSUES:

Approve a lease agreement with Cannon Solutions for the installation, usage and maintenance of seven Canon copiers/printers at various Library locations for a sixty-month term in the amount of \$180,520.

RECOMMENDATIONS:

That the City Council:

1. Approve a lease agreement with Cannon Solutions for the installation, usage and maintenance of seven Canon copiers/printers at various library locations for a sixty-month term at an annual cost of \$36,104.34, totaling \$180,520 over the entire lease term;
2. Authorize the Purchasing Manager to procure the seven Canon copiers at the agreement pricing from a "follow-on" contract to an existing competitively bid contract from DuPage County, Illinois, per Purchasing Resolution Section 702(g);
3. Authorize a supplemental appropriation from Library Receipts-Printing account 0000101-343839 to Library Equipment Maint/Repair account 513000-424220; and
4. Authorize the City Manager, or his designee, to execute necessary documents for the Lease Agreement with Cannon Solutions.

BACKGROUND:

The Riverside Public Library offers free use of computers available to the public at all eight (8) library locations. Also available to the public is walk-up copier and printing services at a nominal cost. Printing costs are \$0.10 per page for black and white and \$0.25 per page for color. Photocopying costs are \$0.20 per page. The revenue received from this service is deposited into the library miscellaneous library receipts-printing account number 0000101-

343839. The annual revenue received and deposited into this account exceeds the cost of the Canon copier annual agreement amount. The projected revenue for Fiscal Year 2017/18 is approximately \$90,000.

The library has a productive relationship with Canon Solutions and Canon Solutions has consistently provided reliable and quality service thereby allowing the Library to provide low cost copying and printing to the public.

DISCUSSION:

The Lease Agreement with Cannon Solutions will provide for the usage and maintenance of seven copiers to replace existing Canon copiers that have reached the end of the current 60-month lease. Copiers are replaced every 60 months to maintain the lowest maintenance costs. The new copiers will allow customers to scan to email or USB flash drive. The agreement will be a “follow-on” contract from an existing competitively bid contract, assuring the most competitive pricing for this agreement.

The City of Riverside is able to benefit from a competitive bidding process done by DuPage County, Illinois, which awarded a contract to Canon Solutions for high-speed efficient office copier/printers. Staff did not engage in a formal competitive procurement process, as this procurement fell within the “follow on” exception set forth in Section 702(g) of the City’s Purchasing Resolution, which states that “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required...(g) When Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency...”

The Purchasing Services Manager has reviewed the DuPage contract and concurs that the recommendation is in compliance with the current Purchasing Resolution. The City Attorney has also reviewed the agreements set forth by Canon Solutions and has approved the language contained.

FISCAL IMPACT:

The fiscal impact of this action is \$36,104.34 annually, for a total cost of \$180,520 over a 60-month term. Funds received from public printing and copying are deposited into Library Receipts-Printing account 0000101-343839 and will be appropriated into Library Equipment Maint/Repair account 513000-424220 to offset the cost of the lease agreement.

Prepared by: Erin Christmas, Acting Library Director
Certified as to
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved by: Alexander T. Nguyen, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Cannon Solutions Lease Agreement