



# Naperville

## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Approve the Award of Change Order #4 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase I

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**TYPE OF VOTE:** Simple Majority

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**ACTION REQUESTED:**

Approve the Award of Change Order #4 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase I, to Canon Solutions America for an additional 60 days and a not to exceed amount of \$6,361.70.

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**BOARD/COMMISSION REVIEW:**

N/A

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**COUNCIL ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action
3/4/2014	17	Change Order #3
04/02/13	17	Change Order #2
03/20/12	17	Change Order #1
03/15/11	15	Original Award

**DEPARTMENT:** Information Technology  
Procurement Services Team

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**SUBMITTED BY:** Rachel Mayer, Chief Procurement Officer

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**FISCAL IMPACT:**

Budgeted Account: 010-1331-417.30-29

Budgeted Amount: \$107,500.00 (FY16) Pending Budget Approval

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**BACKGROUND:**

The Reprographics Division of the Information Technology Department manages the selection and placement of multi-functional copiers. For the past twelve years the City has administered a Cost-Per-Copy program (CPC). The CPC Program includes the placement of new equipment, maintenance, training, parts and supplies. Similar to a rental program, the City is buying copies not copiers.

**DISCUSSION:**

Staff began a new RFP for Phase 1 replacements. The copier market has changed significantly since the last RFP in 2011, creating a longer time frame for the RFP process. Staff would like to extend the current lease for Phase I for two additional months allowing staff time to fully evaluate the copiers proposed from this RFP. This will extend the term to August 11, 2015. This will also allow for enough time to make the transition to new copiers.

**RECOMMENDATION:**

Approve the Award of Change Order #4 to Contract 11-117, Multi-Functional Copiers – Cost-Per-Copy, for Phase I, to Canon Solutions America for an additional 60 days and a not to exceed amount of \$6,361.70.

**ATTACHMENTS:**

1. Prior Awards
2. Vendor Extension Letter