



## Legislation Text

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**File #:** 08-0824, **Version:** 1

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Resolution to Authorize and Approve a Purchase Order for Canon Digital Multi-Function Devices from IKON Office Solutions (Not to Exceed \$89,760.00)

The attached for your review and approval is a resolution which authorizes a purchase order not to exceed \$89,760.00 for the purchase of Canon Digital Multi-Function Devices from IKON Office Solutions to replace existing obsolete printers.

The Information Technology Services Unit (ITSU) is replacing existing printers that are no longer under warranty, use excessive energy, are below minimum standards for current print loads, or are no longer capable of keeping up with employees' needs. The new multi-function devices are able to print, fax, scan and email documents, improving staff's productivity and provide these services at a lower cost than the current printers.

An Invitation to Bid, No. 3975, Canon Multi-functional Devices was published on September 18, 2008 and six responses were received by the Purchasing Unit on October 3, 2008. The six bids were received and reviewed in detail and evaluated by the City's Information Technology Services Unit. Bid information is attached.

IKON was selected as the lowest qualified bidder. A project contingency amount of \$10,000.00 is also budgeted.

Staff identified four areas currently in need of a new devices; (2) the Police Department (Police Administration and the Patrol Section), (1) Fleet Services, (1) Customer Service, and (1) Community Services at Cobblestone Farms.

ITSU planned and budgeted for the replacement printers in the FY2009 Information Technology Services Unit operating budget.

IKON Office Solutions received Human Rights and Living Wage approval on September 4, 2008.

We recommend that the attached resolution for the amount of \$89,760.00 be approved.

Prepared by: Kathleen McMahon, Service Delivery Manager, IT Services Unit

Reviewed by: Dan Rainey, Director, IT Services Unit

Tom Crawford, CFO and Finance and Administration Area Administrator

Approved by: Roger Fraser, City Administrator

Whereas, The City's Information Technology Services Unit has identified four (4) areas that are in need of replacement printers due to the age and technical obsolescence of their existing printers;

Whereas, The City has planned, approved and budgeted for the printer replacements in FY2009;

Whereas, The City issued ITB No. 3975, receiving six responses and IKON Office Solutions

response was, after review of all bid submissions, identified as the lowest responsible bid, and

Whereas, IKON Office Solutions received Human Rights and Living Wage approval on September 4, 2008;

RESOLVED, The City Council approve a Purchase Order with IKON Office Solutions, for the purchase of Canon Digital Multi-Function Devices in an amount not to exceed \$89,760.00; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution.