

City of Minneapolis
Request for Committee Action

To: Ways & Means
Date: 2/8/2016
Referral: N/A
From: City Clerk's Office
Prepared by: Roger Williams
Presented by: Roger Williams
File type: Action
Subcategory: Contracts & Agreements

Subject:

Contract amendment with Canon Business Solutions for duplicating equipment

Description:

Authorizing an increase to Contract No. C-36699 with Canon Business Solutions of \$40,000, for a new total of \$139,000, for the rental and maintenance of duplicating equipment.

Previous Actions:

Feb. 8, 2013: Accepted low bid on Bid No. HLS07192012 to furnish and deliver rental of a duplicating machine for 36 months for the Document Solution Center of the City Clerk Department and authorized a contract with an estimated expenditure of \$99,000.

Ward/Address:

Not Applicable

Background/Analysis:

Contract No. C-36699 with Canon Business Solutions was authorized by the City Council on Feb. 8, 2013, in the amount of \$99,000 for the rental and maintenance of duplicating equipment. This contract covers the large black and white printer located in the Document Solution Center, and is scheduled to end March 30, 2016..

Shortly after this equipment was initially installed in 2013, the Data Print Center was closed and those print volumes (1 million prints annually) were moved to this rented equipment. This resulted in a decrease in overall expenses within the Document Solution Center, but higher print volumes than had been anticipated to be associated with this contract. Therefore, it is necessary to increase the contract amount to cover the remaining expenses associated with this contract.

Financial Review:

No additional appropriation required, amount included in current budget.

- Future budget impact anticipated.**
- Approved by the Permanent Review Committee.**
- Meets Small and Underutilized Business Program goals.**