ORD 11-042

AN ORDINANCE TO AUTHORIZE THE LEASING OF COPIERS FROM CANON BUSINESS SOLUTIONS, INC. PURSUANT TO STATE OF DELAWARE CONTRACT NO. GSS08091-COPIER

#3565

Sponsor:

Council Member Freel

WHEREAS, pursuant to Section 2-308 and Section 8-200 of the City Charter, City Council may, by Ordinance, authorize contracts for the supply of property or the rendering of services for more than a period of one year; and

WHEREAS, the City desires to obtain eight (8) copiers for the City; and

WHEREAS, the Government Support Services, Office of Management and Budget of the State of Delaware ("GSS") has negotiated State of Delaware Contract No. GSS08091-Copier (the "Contract"), a copy of which is attached hereto and incorporated by reference as Exhibit "A", with Canon Business Solutions, Inc. ("Canon"), whereby the City could obtain the desired copiers by exercising the leasing provision ("Option A") of the Contract; and

WHEREAS, it is the recommendation of the Division of Integrated Technologies that the City enter into a 36-month operating lease with Canon for eight (8) copiers pursuant to Option A of the Contract; and

WHEREAS, the copier lease pursuant to Option A of the Contract will have a 36-month term beginning on or about October 1, 2011 and contain the possibility of two (2), one-year extensions, subject to negotiation between Canon and GSS; and

WHEREAS, the copier lease pursuant to Option A of the Contract will cost the City Twenty-Nine Thousand Seven Hundred Seventy-Five Dollars and Ninety-Six Cents ($29,775.96) annually and Eighty-Nine Thousand Three Hundred Twenty-Seven Dollars and Eighty-Eight Cents ($89,327.88) over the expected 36-month term.

THE COUNCIL OF THE CITY OF WILMINGTON HEREBY

ORDAINS:

SECTION 1. The leasing of eight copiers from Canon Business Solutions, Inc. pursuant to the Contract, a copy of which is attached hereto as Exhibit "A", for a period of three (3) years beginning on or about October 1, 2011, with the possibility of two (2), one-year extensions through negotiation between Canon and GSS, at a cost of Twenty-Nine Thousand Seven Hundred Seventy-Five Dollars and Ninety-Six Cents ($29,775.96) annually and a three year total cost of Eighty-Nine Thousand Three Hundred Twenty-Seven Dollars and Eighty-Eight Cents ($89,327.88), is hereby approved, and the Mayor and the City Clerk, or their designees, are hereby authorized and directed to execute as many copies of the Contract, as well as all additional undertakings related thereto, as may be necessary.

SECTION 2. This Ordinance shall be effective upon its passage by City Council and approval of the Mayor.

First Reading . . . . September 1, 2011
Second Reading. . . September 1, 2011
Third Reading . . .Sept. 15, 2011

Passed by City Council,
September 15, 2011

Norman D. Griffiths
President of City Council 9/15/11

ATTEST: Maribel Ruiz
City Clerk

Approved as to form this
29th day of August, 2011

Senior Assistant City Solicitor

Approved this 19th day of
Sept., 2011

Mayor

SYNOPSIS: This Ordinance authorizes the City to enter into a contract with Canon Business Solutions, Inc. to lease eight copiers for a period of three (3) years, with the possibility of two (2), one-year extensions, at an annual cost of Twenty-Nine Thousand Seven Hundred Seventy-Five Dollars and Ninety-Six Cents ($29,775.96) and a three year total cost of Eighty-Nine Thousand Three Hundred Twenty-Seven Dollars and Eighty-Eight Cents ($89,327.88).

April 14, 2008

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: VICKI L. MACKLIN
STATE CONTRACT PROCUREMENT OFFICER
302-857-4553

SUBJECT: **AWARD NOTICE, ADDENDUM #14, effective April 15, 2011**
CONTRACT NO. GSS08091-COPIER
COPIERS & MULTI-FUNCTION PRINTERS

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KEY CONTRACT INFORMATION

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Exhibit "A"

Award Notice
Contract No.: GSS08091-COPIERS

KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT:

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. CONTRACT PERIOD:

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Each Vendors contract shall be valid for a three (3) year period from April 15, 2008 through April 14, 2011. Each contract may be renewed for two (2) additional one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.
Contract has been extended through April 14, 2012.

3. VENDORS:

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Canon Business Solutions, Inc.
300 Bellevue Parkway, Suite 135
Wilmington, DE 19809
Fax: 302-793-4012

Dave Hess
Phone: 302-793-4036
Email: Dhess@solutions.canon.com or
Brooke McClelland
Phone: 443-206-2229
Email: bmcclelland@solutions.canon.com

Lease
Canon Financial Services
ACI Process
14904 Collections Center Drive
Chicago, IL 60693

4. SHIPPING TERMS:

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F.O.B. destination; freight prepaid. All prices include all costs; and not be subject to increase under the following restrictions:

5. DELIVERY AND PICKUP:

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The physical delivery would take one day to deliver the equipment and install it. The scan, print and fax functionality will all be activated at the same time if it is a part of that particular installation. Upon the completion of an installation the area will be free of trash (boxes, bubble wrap etc) will be removed. Delivery should be no more than 15 days after the purchase order is received by Canon.
Upon completion of the lease Canon will physically remove all machine from the State's premises within five (5) working days from notification by the agency. The state will not be responsible for any removal charges at the end of the lease agreement.

Revised: 1/31/11: vlm

6. **PRICING:**

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Prices will remain firm for the term of the contract.

6. **PRICE ADJUSTMENT:**

If agreement is reached to extend this contract for the second, optional year, the Division of Government Support Services shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

7. **PRICING POLICY/OPTIONS:**

Option A-36 Month Operating Lease: - "All-in" dollar amount per month for a 36 month lease period by component – with no residual or buyout obligation to the State.

1. This includes unlimited copies, within the parameters stated all preventative maintenance and any other required maintenance, along with all supplies, including staples, but excludes paper.
2. There shall be no underutilization charge when the number of copies per month falls below the volume range for that band.
3. The State will have the option at the end of the original lease term of 36 months to extend, pursue a fair market value buy-out, or cancel with thirty (30) days written notice to the vendor. The contractor must notify the State agency in writing of the pending expiration of the lease ninety (90) days prior. All buyouts must be coordinated through the Office of Copier Management.
4. The contractor will not prorate for any add-ons that are added after the initial installation date.
5. **Canon will include Hard Drive Erase Kits at no additional charge on all orders placed beginning January 1, 2011. This provision will not apply to any devices installed prior to January 1, 2011.**

Option B- Purchase:

1. **Purchase Price**: The price includes the basic equipment purchase price with any options Selected by the ordering agency.

2. **Monthly Maintenance Charge:** (optional with 36 month maintenance agreement). This includes all maintenance, unlimited copies, within the parameters stated, and all supplies, including staples, but excludes paper.

3. Maintenance plans may be canceled with thirty (30) days written notice by the State with no further financial obligation.

4. There shall be no underutilization charge when the number of copies per month falls below the volume range for that band.

ADDITIONAL TERMS AND CONDITIONS

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8. **BILLING:**

The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

9. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. **FORMAL CONTRACT AND/OR PURCHASE ORDER:**

No employee of Canon is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A purchase order, telephone call, fax or State credit card shall serve as the authorization to proceed with work in accordance with the bid specifications and the special instructions, once it is received by the Canon.

11. **PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

12. **ORDERING PROCEDURE:**

Successful vendor is required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

13. **REQUIREMENTS:**

This contract is issued to cover the copier requirements for all State agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

14. **HOLD HARMLESS:**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about

the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

Award Notice
Contract No.: GSS08091-COPIERS

16. **NON-PERFORMANCE**:

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

17. **FORCE MAJEURE**:

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

18. **AGENCY'S RESPONSIBLIITIES**:

The Agency shall give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

19. **TAX EXEMPTION:**

Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted, nor added to any invoice associated with a purchase made under the resulting agreement.

20. **WARRANTY**

All products covered under Canon Business Solutions (CBS) maintenance agreement will be warranted to function as designed for the length of the contract. The CBS maintenance agreement is inclusive of the manufacturer's standard 90-day warranty.

21. **REPLACEMENT GUARANTEE**

Canon Business Solutions warrants the Canon Brand equipment it supplies will be free from defects in material and workmanship for 90 days from the date of delivery. In addition, after such 90-day period, CBS will maintain such equipment in good operating order per manufacturer's specifications provided subject to normal use.

22. **PENALTIES**

Canon Business Solutions has the right to provide the State with a loaner machine to satisfy the needs of the State in the event CBS's inability to deliver equipment and supplies according to the delivery requirements required by the State.

23. **TRAINING:**

Canon will customize the training so that it focuses on your key applications and unique document management requirements. Canon offers training through Omnicare the following training programs.

- Canon will perform on site training, as well as phone in and technical support exists for the life of the contract at no additional charge.
- The initial training will cover both hardware and software and is typically a two day session depending on how Omnicare prefers the end users to be trained.
- The sessions can be administered in small groups around the machines (10 people) or they can be done in a classroom setting (20 people or more).
- Training will commence immediately after the equipment is setup and operational for both hardware and software.
- With every installation, Canon's schedule coordinator arranges training for your key operators.
- Canon will tailor the training to the audience, understanding that at each user level there is a different set of learning expectations.
  - Individual training
  - Group training in a classroom setting

Follow-up Training

Canon will provide follow-up training and assistance through various mediums. Canon's certified trainers will provide periodic mini-workshops on the operating instructions for all copier models on an as needed basis. In addition to mini-workshops, CBS also provides various hand-outs and "leave-behind" materials to aid in the training of new users.

Please note: **Service installation and training** are scheduled to coincide with the delivery of the equipment. Training will include hands-on activities, manuals, and videos. Training can be provided in a number of ways.

25. **RESPONSE TIME:**

Canon has on-site response time of four (4) working hours or less. For machines that are down longer than sixteen (16) working hours, loaner machines (replaced like-for-like) will be in placed on the 3rd working day until the original machine is repaired and reinstalled.

26. **MAINTENANACE**:

The following maintenance services are to be rendered for all Leases or Purchase Copiers offered under this contract, as part of the monthly charge.

- Canon is required to perform maintenance service for all copiers offered in this proposal for all State Using Agencies and all Cooperative Purchasing Agencies, in ALL regions of the State.
- Should a copier continue to malfunction, after repeated service calls, it shall be the responsibility of Canon, at no cost to the State, to replace the copier with a like model. In the alternative, such repeated malfunctions shall be grounds for the Using Agency to go to Canon and file a Corrective Action Report with Government Support Services Contract Officer.
- Canon shall respond to service calls within eight (8) work hours of the call regardless of Geographic locations. Continued failure to do so will lead to contract cancellation.
- Maintenance service on any copier covered in this proposal shall be rendered by Canon on service calls Monday through Friday 8:30 am to 5:00 pm.
- Canon is to perform all Preventive Maintenance (PM) Service as recommended by the OEM.
- For placements in State facilities that operate 24 hours/day, 7 days/week, a 24-hour customer service/maintenance contact is required when indicated on the purchase document. (see page 10 for hourly rates for after hour service charges)

PREVENTIVE MAINTENANCE (PM)

- CBS will recommend the appropriate equipment based on our customer's specific needs in order to maximize uptime. Generally, we recommend that scheduled preventative maintenance occur every 90 days.
- CBS will establish preventative maintenance schedules to aggressively address technical issues before they become an operational problem resulting in equipment downtime. Service technicians will perform a Complete Call Process in which they service the unit to a preventative maintenance standard each time the unit is repaired.
- CBS will clean all optics and remove, inspect, and clean all assemblies of the machine and its accessories.

28. **DESCRIPTION OF SERVICES:**

Service Maintenance Agreements
All copiers on a 36-month lease will automatically have a full service agreement included in their monthly price, maintenance agreements are recommended with the purchase of a copier.

On-site Technical Support
Canon has 10 technicians that service the State with 130 technical personnel throughout the territory to offer flexibility and support to the State in peak call times.

Help Desk Call Center 1-800-220-4000
The Help Desk Call Center covers a wide spectrum of hardware, software, network connectivity, application, and workflow issues. It is the interconnectivity of these areas that sometimes creates challenging scenarios that require intelligent troubleshooting. The Help Desk is uniquely qualified to provide that type of assistance. The hours of operation are from 8:30AM to 8:30PM EST.

Account Management https://emanage.solutions.canon.com

eManage is an internet-based account management tool that provides administrative control over your fleet of Canon devices. Once enrolled you can place service requests, check service requests, order supplies, and retrieve account information.

DESCRIPTION OF SERVICES (cont.)

Supply Order Management Center
Canon has multiple options for supply replenishment.

The first option is one that is currently in utilization with all your agencies. If the end user requires toner replenishment they would use the same process as the service plan. The phone number is 1-800-355-1390.

- Canon will verify a contact person, address and serial number.
- Canon will inquire as to how many toners the agency would like to receive. At that point Canon will provide a confirmation number.
- Canon currently maintains a stock of supplies onsite at many State of Delaware agencies.
- All copiers that are delivered on this contract will have at least two additional toner cartridges shipped with each copier.
- An ID sticker will be placed on each copier with an 800 # to call to order additional supplies.
- Supplies are shipped next day UPS. The orders go directly to the end user.
- At the time of the initial delivery of the equipment we will provide a one month supply of toner.
- In emergency situations we can also pull inventory from our Delaware office and hand deliver to end user.

A second option for automatic supply replenishment is through our eManage technology.

- eManage is an internet-based account management tool that provides administrative control over your fleet of Canon devices.
- Upon enrollment, the agency can begin taking advantage of the many features of eManage, such as ordering supplies, managing your organization's users, and retrieving important account information.

A third option for supply replenishment is for the portion of your fleet of machines that are connected devices.

- Canon utilizes technology called imageWARE Remote. This is firmware that is embedded in our imageRUNNER Products.
- The function of imageWARE Remote is to automatically provide accurate meter reads without the need for customer intervention.
- The meters are automatically read every day for the most up to date reporting capabilities.

SUPPLY WARRANTY

Supplies must meet the performance and compatibility requirements of agency equipment, and conform to all OSHA and Right To Know Regulations.

- Canon shall provide material that performs in a given machine in such manner that the supplies will produce photocopies that are equal in all respects to the quality and characteristics of a copy that a given machine is capable of producing, requiring only a machine adjustment to "intensity" which can be readily made within the normal range of the adjusting mechanism available to the key operator.
- Canon's products shall not cause undesirable or excessive residual accumulation which would reduce the copy quality.
- Supplies shall be packed in substantial commercial containers of the type, size and kind commonly used for the purpose.

Customer Care Center 1-800-303-7209

CBS's Customer Care Center focuses on resolving account management-related issues. Customers may call the toll free number to reach a Customer Care Representative who will:

- Answer general inquiries and issues
- Handle billing questions and rebilling needs
- Correct address and account information
- Issue supplies needed for contract fulfillment
- Resolve a service need
- Handle meter read questions/issues

Canon Financial Services, Inc.

- Equipment billing is provided through CBS's sister company, Canon Financial Services, Inc. (CFS).
- Customers who lease with CFS have access to online billing information with extensive reporting capabilities.
- A section in the CFS website offers customers the ability to access their invoicing information in an MS Excel-friendly invoice file creator.
- This format allows the customer to manipulate columns online to offer sorted invoicing information:
- General invoice/address information
- Itemized charge detail
- Equipment schedule
- Copy/aggregate usage detail

29. **DOWNTIME:**

The downtime for a machine is computed by dividing the machine failure downtime by the total productive time (minimum of 162.5 hours per month). Downtime begins when the end user actually places the service call to the Supplier and continues until equipment repairs are completed to the satisfaction of the State. Periodic preventive maintenance, and/or user errors will not count against the down time.

The equipment replaced with a like machine until repairs are made and it is returned, or the plan terminated without any financial penalty, if:

- Copier requires five (5) service calls or more in any given 30-day period, no matter what the percent of down time, or:

- The supplier, if requested by the state, will grant a credit to the State for any machine that fails to perform at an effectiveness level of 90% during any given month. The credit shall be a percentage amount of the fixed monthly lease/rental/maintenance charge, which is determined by subtracting the actual percentage of effectiveness level attained during the month from 100. (Examples: if the effectiveness level for a machine is 87% for the month, the credit would be 13% of the fixed monthly lease/rental/maintenance charge; if the effectiveness level is 90% or higher, there is no credit due under this provision)..

30. **ORDER CONFIRMATION:**

Canon is required to provide a written confirmation of the order received date, order placed date, & estimated delivery date immediately upon order placement. Notice of any delivery problems is required. The confirmation must be made to the ordering agency as stated in the order.

Prior to delivery of any unit of equipment, Customer shall provide formal, written equipment request and corresponding Purchase Order outlining equipment needed. In the event the request order is not provided, the order will not be fulfilled by Canon Business Solutions.

31. **DELIVERY, INSTALLATION AND ACCEPTANCE:**

Canon is expected to meet delivery requirements of the State as stated in the purchase document and order confirmation. In no case shall delivery and installation be greater than thirty (30) days after receipt of order, unless the ordering agency agrees in writing to an extended delivery.

- The State assumes no financial responsibility to any entity other than the Canon.
- Canon shall not ship or install without a properly executed contract release.
- Notice of delivery shall be made to the state agency twenty-four (24) hours prior to delivery.
- Canon will provide the State with a loaner machine to satisfy the needs of the State in the event of CBS's inability to delivery equipment and supplies according to the delivery requirements required by the State.

32. **REMOVAL OF EQUIPMENT:**

No equipment may be removed without prior notification. An authorized State representative must be present during removal. All machines that are to be removed must be physically removed form the State's premises within five (5) working days from notification by the agency. All removal charges are the responsibility of the awarded vendor.

33. **EQUIPMENT TRANSFER AND RELOCATION**

In the event of a relocation within the same building, it shall be Canon's responsibility to assure the prompt relocation of all copiers at no cost to the State. Canon's expertise and service personnel assistance is important whenever relocation is required.

- The State reserves the right to transfer any copiers, after notification to CBS, to any facility or Agency other than the original place of installation.
- CBS shall be responsible for preparation of the equipment and moving and will be reimbursed by the State or other using agency.
- Damages resulting from any transfer of CBS's equipment between State Agencies shall not be the State's responsibility.

34. **AFTER HOUR CHARGES: 1-800-355-1385**

For those agencies that may require after hour maintenance services the following charges will apply.

- **Monday-Friday** 5:30 pm to 10:00 pm $100/hour with a minimum of 1 hour
- **Monday-Friday** 10:00 pm to 8:00 am $300/hour with a minimum of 1 hour
- **Saturday** 8:30 am to 5:00 pm $175/hour with a minimum of 1 hour
- **Sunday and Holidays** 8:30 am to 5:00 pm $250/hour with a minimum of 1 hour
- **Saturday, Sunday and Holidays** 5:00 pm to 8:30 am $300/hour with a minimum of 1 hour

34. **COPIER IDENTIFICATION:**

- Canon is required to provide with each unit placed in the State a readily visible label indicating the owner of the equipment (i.e. State/Dept./Div., Vendor, Leasing Company, etc.);
- Location (building, floor, room no.);
- Name of agency contact for unit;
- Phone numbers to obtain help, supplies, and maintenance; and
- Model number and serial number.

35. **COPIER RESOURCE MANAGEMENT PROGRAM ADMINISTRATION:**

Title 29, Chapter 6308A (i) states Government Support Services shall provide graphics and printing services, including but not limited to, printing, duplicating, photography, and photocopying to all agencies under the Executive Department.The awarded vendor(s) must provide a copy of each and every proposal made to any State agency. This copy must be sent on the same day as the original proposal is mailed or delivered. Send all proposals to:

COPIER MANAGEMENT PROGRAM
ATTN: REBECCA LOVIN
STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
GOVERNMENT SUPPORT SERVICES
100 ENTERPRISE PLACE, SUITE 4
DOVER, DE 19904
TELEPHONE: 302-857-4522
FAX: 302-577-5096

35. **COPIER RESOURCE MANAGEMENT PROGRAM ADMINISTRATION** (cont.)

Copier Resource Management is a program designed to ensure State agencies' copier placements are the correct size and price with the proper customer application. The program stays abreast of the latest copier and printing technologies in order to provide State agencies with the most efficient and quality copier service available.

Through Epilog language in the Budget Act, the Governor and Legislature recognize the importance of copier management and have given the Office of Management and Budget the authority to approve the acquisition of copiers placed in all agencies under the Executive Department. The Department has delegated this responsibility to the Government Support Services, whose goal is to offer copier management and consultation services to all State agencies.

Government Support Services acquires and places copiers in numerous State buildings. All billings for these acquisitions will be charged to one open-end (blanket) purchase order issued by the Government Support Services to each Contractor for the duration of this contract. All placements by Government Support Services will be referenced to this purchase order throughout the term of this Contract. A new open-end purchase order will be issued each fiscal year.

36. **PROCEDURES FOR ORDERING COPIERS**

- Purchase or Lease:
  - Agency will determine whether it will lease or purchase a copier.

- Customer Requests Copier:
  - **If agency needs a replacement copier, please provide the following information to Dustin.Yerkes@state.de.us : See form on page 22**
    - Make and Model number of current copier
    - Monthly cost of current copier
    - Meter Reading (avg. monthly # of copies currently used
    - Current copier serial number
    - Acquisition date
    - Location
    - What features does it have (document feeder, finisher, two-sided copying required, sorter, fax kit, network kit, etc.)
    - Additional information about the current copier or their request for a new copier
    - Customers phone number/email/contact information

  - **If agency has a new copier request, please provide the following information to Dustin.Yerkes@state.de.us :**
    - Estimated copies per month (used to gauge the band they need)
    - Color or B/W
    - Location
    - What features do they request (document feeder, finisher, two-sided copying required, sorter, fax kit, network kit, etc.)
    - Additional information about their needs for a new copier
    - Customers phone number/email/contact information

36. **PROCEDURES FOR ORDERING COPIERS** (cont.)

- Recommendation
  - **PPO/Copier Management will send the agency a recommendation that lists the following:**
    - If it is a purchase or lease of a copier
    - The recommendation based on current usage
    - The copier monthly payments
    - Any add-ons requested or needed and cost
    - Total lease payment over the 36 month lease
    - Copier Checklist

- Purchase Order
  - Once you have completed the PURCHASE ORDER, please send the original to Canon, and fax or email a copy to Dave Hess (302) 793-4036 or DHess@solutions.canon.com .

  - Also, please fax a copy of the PO, the email recommendation and a copy completed copier checklist that attached this e-mail (one for each copier). Thank very much for your help. If you have any questions please feel free to contact me at dustin.yerkes@state.de.us or phone me at 302-857-4523 Fax: 302-739-3697

- If the agency needs their replacement copier picked up a Copier Pick-up request must be completed and sent to the vendor to have the copier picked up.

PLEASE BE ADVISED THAT CANON HAS 30 DAYS TO DELIVER COPIERS AFTER RECEIPT OF ORDER (ARO)

37. **USAGE REPORTS:**

Upon contract termination Canon Business Solutions will provide the State of Delaware with an inventory report of all copiers placed under this Agreement.

Canon Business Solutions will provide a monthly usage report for all equipment currently in use within the State placed under this Agreement. Report to be provided on or before the 15th of every month for the previous month's activity until all leases have expired under the initial 36 month lease term.

1. Award Notice
Contract No.: GSS08091-COPIER

DIGITAL BLACK & WHITE COPIERS

36 Month All-Inclusive Lease Option

		CONTRACT PRICE
BAND 1	Brand: Canon	
	Base Model # IR 1025	$ 42.39
	Options:	
	Document Feeder	$ 2.87
	Large Capacity Tray	$ 4.72
	Fax Board	$ 7.74
	Printer Board	$ 7.94
	Surge Protector	$ 2.53
	Cabinet	$ 1.79
BAND II	Brand: Canon	
	Base Model # IR 2525	$ 75.51
	Options:	
	Document Feeder	$ 7.17
	Large Capacity Tray	$ 6.37
	Scanning Feature	**$ 9.45**
	Fax Board	$ 5.09
	Printer Board	$ 7.62
	Surge Protector	$ 2.53
	Finisher with Stapling Capabilities	**$16.56**
BAND III	Brand: Canon	
	Base Model # IR 3230	$ 106.18
	Options:	
	Document Feeder	$ 10.75
	Large Capacity Tray	$ 14.62
	Finisher with Stapling Capabilities	$ 13.54
	3-Hole Punch	$ 10.19
	Printer Board	$ 14.03
	Fax Board	$ 15.16
	Scanner	$ 15.28
	RAM Upgrade	$ 3.76
	Surge Protector	$ 2.53
	Multi-position finisher stapler	$40.74

DIGITAL BLACK & WHITE COPIERS

36 Month All-Inclusive Lease Option

BAND IV	Brand: Canon	
	Base Model # IR 3235	$ 144.70
	Options:	
	Large Capacity Tray	$ 14.62
	Finisher with Stapling Capabilities	$ 13.54
	3-Hole Punch	$ 10.19
	Printer Board	$ 14.03
	Fax Board	$ 15.16
	Scanner	$ 15.28
	RAM Upgrade	$ 3.76
	Surge Protector	$ 2.53
	Multi-position finisher stapler	$40.74
BAND V	Brand: Canon	
	Base Model #IR 5050	$ 221.19
	Options:	
	Large Capacity Tray	$ 25.32
	Finisher with Stapling Capabilities	$ 23.67
	3-Hole Punch	$ 7.57
	Printer Board	$ 25.61
	Fax Board	$ 16.19
	Scanner	$ 16.56
	Surge Protector	$ 2.58
	Saddle-finisher, Booklet Maker	$54.46
BAND VI	Brand: Canon	
	Base Model #IR 6055	$ 276.74
	Options:	
	Large Capacity Tray	$ 25.32
	Finisher with Stapling Capabilities	$ 23.67
	3-Hole Punch	$ 7.57
	Printer Board	$ 25.61
	Fax Board	$ 16.19
	Scanner	$ 16.56
	Surge Protector	$ 2.58
	Saddle-finisher, Booklet Maker	$54.46

DIGITAL BLACK & WHITE COPIERS

36 Month All-Inclusive Lease Option

BAND VII	Brand: Canon	
	Base Model #IR 6065	$ 334.83
	Options:	
	Large Capacity Tray	$ 25.32
	Finisher with Stapling Capabilities	$ 23.67
	3-Hole Punch	$ 7.57
	Printer Board	$ 25.61
	Fax Board	$ 16.19
	Scanner	$ 16.56
	Surge Protector	$ 2.58
	Saddle-finisher, Booklet Maker	$54.46
BAND VIII	Brand: Canon	
	Base Model #IR 6075	$ 386.23
	Options:	
	Large Capacity Tray	$ 25.32
	Finisher with Stapling Capabilities	$ 23.67
	3-Hole Punch	$ 7.57
	Printer Board	$ 25.61
	Fax Board	$ 16.19
	Scanner	$ 16.56
	Surge Protector	$ 2.58
	Saddle-finisher, Booklet Maker	$54.46
BAND IX	Brand: Canon	
	Base Model #IR 8085	$ 443.11
	Options:	
	Large Capacity Tray	$ 27.71
	Finisher with Stapling Capabilities	$ 69.93
	3-Hole Punch	$ 8.99
	Printer Board	$ 50.93
	Scanner	$ 17.61
	Surge Protector	$ 3.30
	Saddle-finisher, Booklet Maker	$119.49

DIGITAL BLACK & WHITE COPIERS

36 Month All-Inclusive Lease Option

BAND X	Brand: Canon	
	Base Model #IR 8095	$ 436.73
	Options:	
	Large Capacity Tray	$ 27.71
	Finisher with Stapling Capabilities	$ 69.93
	3-Hole Punch	$ 8.99
	Printer Board	$ 50.93
	Scanner	$ 17.61
	Surge Protector	$ 3.30
	Saddle Finisher – Booklet Maker	$119.49
	Document Insertion Unit	$ 28.02
	Paper Folding Unit	$ 94.20

DIGITAL BLACK & WHITE COPIERS

Purchase Option

		CONTRACT PRICE	MONTHLY MAINTENANCE (36 MONTH TERM)
BAND 1	Brand: Canon		
	Base Model #IR 1025	$ 787.00	$ 20.00
	Options:		
	Document Feeder	$ 101.00	$ 0.00
	Large Capacity Tray	$ 166.00	$ 0.00
	Printer Board	$ 279.00	$ 0.00
	Fax Board	$ 272.00	$ 0.00
	Cabinet	$ 166.00	$ 0.00
	Surge Protector	$ 89.00	$ 0.00
BAND II	Brand: Canon		
	Base Model #IR 2525	$ 1361.00	$ 35.00
	Options:		
	Document Feeder	$ 252.00	$ 0.00
	Large Capacity Tray	$ 224.00	$ 0.00
	Duplexing Document Feeder	$ 164.00	$ 0.00
	Finisher with Stapling Capabilities	$ 582.00	$ 0.00
	Printer Board	$ 268.00	$ 0.00
	Fax Board	$ 53.00	$ 0.00
	Cabinet	$ 63.00	$ 0.00
	Surge Protector	$ 89.00	$ 0.00
BAND III	Brand: Canon		
	Base Model #IR 3230	$ 2474.00	$ 34.00
	Options:		
	Document Feeder	$ 378.00	$ 0.00
	Large Capacity Tray	$ 514.00	$ 0.00
	Finisher with Stapling Capabilities	$ 476.00	$ 0.00
	3-Hole Punch	$ 358.00	$0.00
	Printer Board	$ 493.00	$ 0.00
	Fax Board	$ 533.00	$ 0.00
	Scanner	$ 537.00	$ 0.00
	RAM Upgrade	$ 132.00	$ 0.00
	Surge Protector	$ 89.00	$ 0.00
	Multi-Position Finisher Stapler	$1432.00	$ 0.00

DIGITAL BLACK & WHITE COPIERS

Purchase Option

		CONTRACT PRICE	MONTHLY MAINTENANCE (36 MONTH TERM)
BAND IV	Brand: Canon		
	Base Model # IR 3235	$ 3090.00	$ 55.00
	Options:		
	Large Capacity Tray	$ 556.00	$ 0.00
	Finisher with Stapling Capabilities	$ 476.00	$ 0.00
	3-Hole Punch	$ 358.00	$ 0.00
	Printer Board	$ 493.00	$ 0.00
	Fax Board	$ 533.00	$ 0.00
	Scanner	$ 537.00	$ 0.00
	RAM Upgrade	$ 132.00	$ 0.00
	Surge Protector	$ 89.00	$ 0.00
	Multi-Position Finisher Stapler	$1914.00	$ 0.00
BAND V	Brand: Canon		
	Base Model #IR 5050	$ 5806.00	$ 56.00
	Options:		
	Large Capacity Tray	$ 890.00	$ 0.00
	Finisher with Stapling Capabilities	$ 832.00	$ 0.00
	3-Hole Punch	$ 266.00	$ 0.00
	Printer Board	$ 900.00	$ 0.00
	Fax Board	$ 569.00	$ 0.00
	Scanner	$ 582.00	$ 0.00
	Surge Protector	$ 91.00	$ 0.00
	Saddle Finisher- Booklet Maker	$1914.00	$ 0.00
BAND VI	Brand: Canon		
	Base Model #IR 6055	$ 6458.00	$ 93.00
	Options:		
	Large Capacity Tray	$ 890.00	$ 0.00
	Finisher with Stapling Capabilities	$ 832.00	$ 0.00
	3-Hole Punch	$ 266.00	$ 0.00
	Printer Board	$ 900.00	$ 0.00
	Fax Board	$ 569.00	$ 0.00
	Scanner	$ 582.00	$ 0.00
	Surge Protector	$ 91.00	$ 0.00
	Saddle Finisher- Booklet Maker	$1914.00	$ 0.00

Award Notice
Contract No.: GSS08091-COPIER

DIGITAL BLACK & WHITE COPIERS

Purchase Option

		CONTRACT PRICE	MONTHLY MAINTENANCE (36 MONTH TERM)
BAND VII	Brand: Canon		
	Base Model #IR 6065	$ 7340.00	$ 126.00
	Options:		
	Large Capacity Tray	$ 890.00	$ 0.00
	Finisher with Stapling Capabilities	$ 832.00	$ 0.00
	3-Hole Punch	$ 266.00	$ 0.00
	Printer Board	$ 900.00	$ 0.00
	Fax Board	$ 569.00	$ 0.00
	Scanner	$ 582.00	$ 0.00
	Surge Protector	$ 91.00	$ 0.00
	Saddle Finisher- Booklet Maker	$1914.00	$ 0.00
BAND VIII	Brand: Canon		
	Base Model #IR 6075	$ 7143.00	$ 183.00
	Options:		
	Large Capacity Tray	$ 890.00	$ 0.00
	Finisher with Stapling Capabilities	$ 832.00	$ 0.00
	3-Hole Punch	$ 266.00	$ 0.00
	Printer Board	$ 900.00	$ 0.00
	Fax Board	$ 569.00	$ 0.00
	Scanner	$ 582.00	$ 0.00
	Surge Protector	$ 91.00	$ 0.00
	Saddle Finisher- Booklet Maker	$1914.00	$ 0.00
BAND IX	Brand: Canon		
	Base Model #IR 8085	$ 9037.00	$ 186.00
	Options:		
	Large Capacity Tray	$ 974.00	$ 0.00
	Finisher with Stapling Capabilities	$2458.00	$ 0.00
	3-Hole Punch	$ 316.00	$ 0.00
	Printer Board	$1790.00	$ 0.00
	Scanner	$ 619.00	$ 0.00
	Surge Protector	$ 116.00	$ 0.00
	Saddle Finisher- Booklet Maker	$4200.00	$ 0.00

BAND X	Brand: Canon		
	Base Model #IR 8095	$ 6774.00	$ 244.00
	Options:		
	Large Capacity Tray	$ 974.00	$ 0.00
	Finisher with Stapling Capabilities	$2458.00	$ 0.00
	3-Hole Punch	$ 316.00	$ 0.00
	Printer Board	$1790.00	$ 0.00
	Scanner	$ 619.00	$ 0.00
	Surge Protector	$ 116.00	$ 0.00
	Saddle Finisher – Booklet Maker	$4200.00	$ 0.00
	Document Insertion Unit	$ 985.00	$ 0.00
	Paper Folding Unit	$3311.00	$ 0.00

Award Notice
Contract No.: GSS08091-COPIER

COPIERS

VENDOR – CANON BUSINESS SOLUTIONS, INC.

The vendor is allowed to charge for a cost per copy over 15% of the upper volume range for each band.

BAND	VOLUME RANGE	COST PER COPY OVER 15% Of The Upper Volume Range
I	1000-5000	$0.0187
II	5000-10000	$0.0164
III	10000-20000	$0.0090
IV	20000-40000	$0.0088
V	25000-45000	$0.0053
VI	40000-60000	$0.0053
VII	50000-65000	$0.0050
VIII	65000-80000	$0.0049
IX	80000-90000	$0.0040
X	90000-100000	$0.0039

DIGITAL COLOR COPIER

VENDOR – CANON BUSINESS SOLUTIONS, INC.

36 MONTH All-INCLUSIVE LEASE OPTION

		CONTRACT PRICE
33 color copies/minute	Brand: Canon	
	Base Model #IRC 3480	$ 140.26
	Options:	
	Document Feeder	$ 13.77
	Large Capacity Tray	$ 15.82
	Finisher with Stapling Capabilities	$ 13.94
	3-Hole Punch	$ 11.47
	Printer Board	$ 19.63
	Fax Board	$ 10.56
	Scanner	$ 14.85
	Booklet-Maker Finisher	$ 53.46
	Multi-Position Finisher Stapler	**$ 40.74**
45 color copies/minute	Brand: Canon	
	Base Model #IRC 5045	$ 216.82
	Options:	
	Large Capacity Tray	$ 27.43
	Finisher with Stapling Capabilities	$ 22.42
	3-Hole Punch	$ 11.47
	Printer Board	$ 39.92
	Fax Board	$ 11.52
	Scanner	$ 14.85
	Booklet-Maker Finisher	$ 76.39
	Multi-Position Finisher Stapler	**$ 43.30**

Award Notice
Contract No.: GSS08091-COPIER

Purchase?

DIGITAL COLOR COPIER

VENDOR – CANON BUSINESS SOLUTIONS, INC.

36 MONTH All-INCLUSIVE LEASE OPTION

		CONTRACT PRICE
33 color copies/minute	Brand: Canon	
	Base Model #IRC 3480	$ 4867.00
	Options:	
	Document Feeder	$ 484.00
	Large Capacity Tray	$ 514.00
	Finisher with Stapling Capabilities	$ 490.00
	3-Hole Punch	$ 403.00
	Printer Board	$ 690.00
	Fax Board	$ 371.00
	Scanner	$ 522.00
	Booklet-Maker Finisher	$ 1879.00
	Multi-Position Finisher Stapler	$ 1432.00
	Monthly Maintenance Fee	**$301.00**
45 color copies/minute	Brand: Canon	
	Base Model #IRC 5045	$ 7211.00
	Options:	
	Large Capacity Tray	$ 682.00
	Finisher with Stapling Capabilities	$ 788.00
	3-Hole Punch	$ 403.00
	Printer Board	$ 1403.00
	Fax Board	$ 405.00
	Scanner	$ 522.00
	Booklet-Maker Finisher	$ 2685.00
	Multi-Position Finisher Stapler	$ 1522.00
	Monthly Maintenance Fee	**$665.00**

The vendor is allowed to charge for a cost per copy over 15% of the upper volume range for each band.

BAND	VOLUME RANGE	COST PER COPY OVER 15% Of The Upper Volume Range
IV	20000-40000	Color $0.0830 B&W $0.0120
V	25000-45000	Color $0.0760 B&W $0.0120

Agenda No. 3565

Impact Statement

This Ordinance authorizes the City to enter into a contract with Canon Business Solutions, Inc. to lease eight copiers for a period of three (3) years, with the possibility of two (2), one-year extensions, at an annual cost of Twenty-Nine Thousand Seven Hundred Seventy-Five Dollars and Ninety-Six Cents ($29,775.96) and a three year total cost of Eighty-Nine Thousand Three Hundred Twenty-Seven Dollars and Eighty-Eight Cents ($89,327.88).