



Chicago Park District

Legislation Text

File #: 14-2174-1210, **Version:** 1

AUTHORIZATION TO PARTICIPATE IN CITY OF CHICAGO CONTRACT 28364 WITH CANON SOLUTIONS AMERICA, INC. FOR MULTI-FUNCTION DEVICES - PHOTOCOPIERS AND RELATED SERVICES

To: The Honorable Board of Commissioners of the Chicago Park District

I. Recommendation

Pursuant to the Joint Purchasing Agreement between the Chicago Park District and the City of Chicago and the recommendation from the Director of Information Technology, the Director of Purchasing recommends that the General Superintendent and CEO or his designee enter into a contract with Canon Solutions Americas, Inc. for the lease, maintenance, repair, and support of new multi-function devices. No work may commence and no payment shall be made to the vendor prior to the execution of a written agreement.

II. Award Information

Contractor: Canon Solutions America, Inc.
4 Ohio Drive
Lake Success, New York 11042

Company Type: New York Corporation
Year Incorporated: 1974
Majority Interest: Canon U.S.A. 100%
- Canon, Inc. 100%
o There are no owners with greater than 7.5% ownership interest

Contract Period: Five (5) year initial contract term, July 18, 2013 to July 17, 2018. The Chief Procurement Officer of the City of Chicago may extend this agreement for up to 24 months.

Contract Amount: Not-to-exceed \$459,241.00 annually.

Scope of Services: To lease new imaging equipment and supplies along with delivery, installation, maintenance, repair, and support for the Chicago Park District administration offices, region offices, print shop, and outlying park locations.

Affirmative

Action Goals: The minority and woman owned participation for this contract include: 10% minority owned and 5% woman owned.

Authorization: Authorize the General Counsel to include other relevant terms and conditions in any written agreements. Authorize the General Superintendent to execute such agreements and the Secretary to attest as to the signing of such agreements and keep an original copy of such agreements on file.

III. Budget and Financial Information

Budget Classification: Operational
Fiscal Year: 2015 - 2018

Source of Funds: IT Operating Budget
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IV. Procurement Information

The City of Chicago ("City") publicly advertised a Request for Proposals (RFP) for Multi-Function Devices - Photocopiers and Related Services on January 16, 2012 and received proposals on the February 21, 2012 due date. The RFP as advertised included language that explicitly named the Chicago Park District ("CPD") as an agency that may participate in the contract. After evaluating the proposals, the City selected Canon Solutions America, Inc. for award and executed the contract with them on July 18, 2013. Further, section 10.11 of the contract, "Participation by Other Local Government Agencies," explicitly names the CPD as a local government agency that may participate in the contract if approved by the Chief Procurement Officer of the City. The CPD's Department of Purchasing ("Purchasing") submitted the request to participate in this contract to the Chief Procurement Officer of the City on December 1, 2014 and received her approval (see letter attached).

V. Explanation

There are approximately 125 multi-functional devices district wide that are of varying age and many beyond useful life and in need of replacement. Additionally, there are approximately 100 additional devices district wide the Department of Information Technology ("IT") would like to consolidate into several multi-function devices which will result in a decrease of the number of stand-alone devices. The CPD will also ask Canon to evaluate the entire print environment and make recommendations. Final approval will be made by the Director of Information Technology and the CAO.

Canon is the previous contractor to the CPD for multi-function devices, and they provided quality service and devices. They have the capacity and ability to meet the needs of the CPD.

The City of Chicago is a larger economy than the CPD and IT anticipates a cost savings from its current pricing by leasing the multifunctional devices from the City's contract. In addition, the sustainability plan of these devices will allow the CPD to realize cost savings through reduced use of electricity, paper and stand-alone printers. Accordingly, participating in this contract will allow the CPD to realize cost savings and other benefits. Therefore, it is in the best interest of the CPD to participate in the City of Chicago contract with Canon Solutions America for multi-functional devices and related services.