



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
Tel: 510.464.7700  
TDD/TTY: 510.464.7769  
Fax: 510.464.7848

## *Memorandum*

TO: Administration Committee

DATE: January 6, 2016

FR: Executive Director

WI: 1161

RE: Purchase Order and Related Contracts – Copy/Print/Scan Services: Canon Financial Services, Inc. and Canon Solutions America, Inc. (\$750,000)

This memorandum requests the Committee's approval to issue a Purchase Order to Canon Financial Services, Inc. and/or Canon Solutions America, Inc., to provide Copy/Print/Scan services (copiers) at 375 Beale Street, and to execute related lease and acquisition agreements with both Canon Financial Services, Inc., and Canon Solutions America, Inc., in an aggregate amount not to exceed \$750,000 for fiscal years 2015-16 through 2019-20.

### **Background**

This requested authorization supersedes the approval granted by the Administration Committee on December 9, 2015 to issue a purchase order to Canon Solutions America, Inc. Staff is requesting authorization to acquire equipment sold by Canon Solutions America, Inc., and leased through Canon Financial Services, Inc. in purchase order and related agreements. Both companies are within the broader Canon, USA, family of companies. As a result of this, and after a review of contractual requirements, staff determined the agreements must be entered into with both Canon Financial Services, Inc., as the leasing agent and Canon Solutions America, Inc., as previously authorized. All other terms as described in the original memorandum, attached, remain the same.

### **Recommendation**

Staff requests that the Committee authorize the Executive Director or his designed representative to issue a five-year purchase order to Canon Financial Services, Inc. and/or Canon Solutions America, Inc., and to execute related lease and acquisition agreements with both Canon Financial Services, Inc., and Canon Solutions America, Inc., for the purposes described above, in an aggregate amount not to exceed \$750,000 for FY 2015-16 through 2019-20.

  
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Steve Heminger

SH:nr

Attachment



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 101 Eighth Street  
 Oakland, CA 94607-4700  
 Tel: 510.464.7700  
 TDD/TTY: 510.464.7769  
 Fax: 510.464.7848

## *Memorandum*

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

WI: 1161

RE: Purchase Order – Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)

This memorandum requests the Committee's approval to issue a Purchase Order to Canon Solutions America Inc. (Canon) to provide Copy/Print/Scan services (copiers) at 375 Beale Street in an amount not to exceed \$750,000 for fiscal years 2015-16 through 2019-20.

### **Background**

ABAG, MTC and BAAQMD staff are recommending a joint agreement with Canon to provide copiers at 375 Beale. The copiers would act as network printers, traditional copy machines, high-capacity scanners and fax machines. This recommendation is based on a consolidated copier environment in which employees from any of the three agencies can utilize any copier on any agency floor. For simplicity, Canon would individually contract with, and bill each agency. Canon will provide technology to monitor usage and appropriately bill the proper agency as well as provide security features for confidential documents.

Canon is a part of a cooperative procurement agreement administered by a third-party organization, of which MTC is a member, the National Intergovernmental Purchasing Alliance (IPA). Bay Area Air Quality Management District currently uses Canon devices and services purchased through the IPA arrangement. This approach allows MTC to leverage the purchasing power of a nationally bid contract based on large quantity. Canon is neither a small business nor a disadvantaged business enterprise, and has no subcontractors for this work.

### **Recommendation**

Staff requests that the Committee authorize the Executive Director or his designed representative to issue a five-year purchase order to Canon for the purposes described above in an amount not to exceed \$750,000 for FY 2015-16 through 2019-20.

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Steve Heminger

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1161

Consultant: Canon Solutions America Inc.

Work Project Title: Copy/Print/Scan Services

Purpose of Project: To provide copiers that can print and scan.

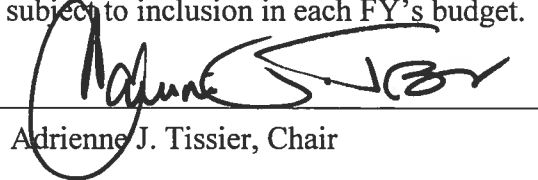
Brief Scope of Work: To provide copy/print/scan services for MTC during FY 2015-16 through FY 2019-20.

Project Cost Not to Exceed: \$750,000

Funding Source: MTC Funds

Fiscal Impact: \$150,000 is in the MTC FY 2015-16 budget.  
\$150,000 in each FY 2016-17 through FY 2019-20, subject to inclusion in future years' budgets.

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to Canon Solutions America, for print/copy/scan services for FY 2015-16 through FY 2019-20 described above and in the Executive Director's memorandum dated December 9, 2015, and the Chief Financial Officer is authorized to set aside FY 2015-16 through FY 2019-20 funds in the amount of \$750,000 for such purchase order: in an amount of \$150,000 per FY, subject to inclusion in each FY's budget.

Administration Committee:   
Adrienne J. Tissier, Chair

Approved: Date: December 9, 2015

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order and Related Contracts

Work Item No.:	1161
Consultant:	Canon Financial Services, Inc. and Canon Solutions America, Inc.
Work Project Title:	Copy/Print/Scan Services
Purpose of Project:	To provide copiers that can print and scan.
Brief Scope of Work:	To provide copy/print/scan services for MTC during FY 2015-16 through FY 2019-20.
Project Cost Not to Exceed:	\$750,000
Funding Source:	MTC Funds
Fiscal Impact:	<p>\$150,000 is in the MTC FY 2015-16 budget.</p> <p>\$150,000 in each FY 2016-17 through FY 2019-20, subject to inclusion in future fiscal years' budgets.</p>
Motion by Committee:	<p>That the Executive Director or his designee is authorized to issue a purchase order to Canon Financial Services, Inc. and/or Canon Solutions America, Inc., and to execute related lease and acquisition agreements with both Canon Financial Services, Inc., and Canon Solutions America, Inc., for print/copy/scan services for FY 2015-16 through FY 2019-20 described above and in the Executive Director's memorandum dated January 6, 2016, and the Chief Financial Officer is authorized to set aside FY 2015-16 through FY 2019-20 funds in the amount of \$750,000 for such purchase order in an amount of \$150,000 per fiscal year, subject to inclusion in each fiscal year's budget.</p>
Administration Committee:	<hr/> <p>Adrienne J. Tissier, Chair</p>
Approved:	Date: January 13, 2016