



CITY OF ALLENTOWN

No. \_\_\_\_\_

**RESOLUTION**

**R205 - 2024**

***Introduced by the Administration on December 4, 2024***

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**Authorization for a change order in the amount of \$6,500.00 with Canon Solutions America, Inc. to supply printers and multifunction machines along with support and maintenance of the equipment. The original contract was for \$145,224.86, the addition would bring the contract to a new total of \$151,724.86.**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

**WHEREAS**, it is the desire of the City of Allentown to increase the contractual sum of the previously awarded agreement with the following named contractor/consultant, for the use and purpose indicated in supporting the Recommendation of Award or Contract dated September 9, 2019:

1. Name of Contractor/Consultant: Canon Solutions America, Inc.
2. Project or Contract Reference: C07-000025 Printshop Color Printer
3. Description of Service(s): To supply printers and multifunction machines to the City of Allentown along with support and maintenance of the equipment.

**NOW, THEREFORE, BE IT RESOLVED**, on this the 4<sup>th</sup> day of December, 2024, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

**SUBJECT:** Request for Approval by City Council of Contract Price Increase Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: C07-000025 Printshop Color Printer

**TO:** City Council, City Clerk, and Council Solicitor

**FROM:** Gerry Anthony, Department Head

**DATE:** November 22, 2024

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval of the contract consideration increase.

- This recommendation is for a contract consideration increase of 10% or more for an existing contractual sum. Said contract was previously bid and awarded under city policies.
- The contract appropriation or price increase **is** included in this year's budget
- List the name and address of the recommended Contractor/Vendor, include the following:

**Canon Solution America, Inc.:** One Canon Par, Melville, NY 11747

Contract Consideration:	\$145,224.86
Requested Increase:	<u>\$ 6,500.00</u>
New Contract	\$151,724.86

Funding Source: 000-07-0604-0003-26

- Description of project or scope of services to be provided and why is an increase needed:

At this time, the department is requesting to increase the contract in the amount of \$ \$6,500.00. This is to offset deficiencies for the remainder of the contract for the following two reason: the original amount never factored in the fixed maintenance charges for the term of the contract which is \$776.00 a month for 60 months. due to monthly overages the amount varies each month and is due to monthly mailers being printed and numerous other City documents being printed in color. Also, the variable charge of monthly overage cost on the account, due to monthly mailers being printed and numerous other City documents being printed in color. Due to not knowing the what the monthly overages were going to be in January and not having a fully executed contract for the new piece of equipment, the increase that was done in January and October was not sufficient to finish out the 2024 year.

- List the current Contract Term and if an increase is needed:

60 months totaling 5 years

- List any renewal term options and duration of each renewal, if any:

N/A

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved.

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By: Gerry Anthony, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution