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On agenda:	11/19/2020	**Final action:**	11/19/2020
Title:	Issue purchase order to Canon Solutions America, Inc., for eCopy Sharescan Software Maintenance Extension and License Upgrade for a One-Year Period, in an amount not to exceed $12,902.40, Account 101-27000-612820, Requisition 1545502		
Sponsors:			
Indexes:			
Code sections:			
Attachments:			

Date	Ver.	Action By	Action	Result
11/19/2020	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 19, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order to Canon Solutions America, Inc., for eCopy Sharescan Software Maintenance Extension and License Upgrade for a One-Year Period, in an amount not to exceed $12,902.40, Account 101-27000-612820, Requisition 1545502

Dear Sir:

Authorization is requested to issue a purchase order to Canon Solutions America, Inc., for eCopy Sharescan Software Maintenance Extension and License Upgrade for a one-year period. The term of this purchase order is from December 1, 2020 to November 30, 2021.

The City of Chicago's Procurement Department entered into a contract with Canon Solutions America, Inc. for the management and leasing of multifunctional devices and related services. Per the terms of the City's Contract 28364, section 10.11, other local government agencies are allowed to participate in this contract and receive the terms and conditions negotiated by the City and Canon Solutions America, Inc., provided that the governing board of that agency approves such a joint procurement. Canon Solutions America Inc. has submitted prices for the services required. This pricing remains consistent with the terms provided to the City of Chicago. Inasmuch as the City has performed its due diligence in its two-year bid process in selecting Canon Solutions America, Inc. as its vendor for multifunctional devices and services, the District is satisfied that nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act) and the said purchase order may be issued without additional competitive bidding. The City of Chicago has extended this contract to December 15, 2020.

The eCopy Sharescan software is used by the District's fleet of multifunctional devices (MFDs). The version upgrade of eCopy is required to ensure continuous operation of the MFDs.

Canon Solutions America, Inc., has submitted prices for eCopy Sharescan Software Maintenance Extension and License Upgrade for a one-year period per the established contract discount percentages. Inasmuch as Canon Solutions America, Inc., is the only source of supply for the Software Maintenance Extension and License Upgrade, said purchase order may be issued without competitive bidding pursuant to Section 11.4 of the Purchasing Act.

Canon Solutions America, Inc., is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Appendix A and Appendix V are not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue said purchase order to Canon Solutions America, Inc., in an amount not to exceed $12,902.40.

Funds are available in Account 101-27000-612820.

Requested, John Sudduth, Director of Information Technology, JS:SK:BVS:vn
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for November 19, 2020