



# City of Olathe

## COUNCIL AGENDA ITEM

---

**MEETING DATE:** 2/16/2021

---

**FOCUS AREA:** Economy

**STAFF CONTACT:** Mike Sirna/Dianna Wright

**SUBJECT:** Acceptance of proposal and consideration of award of contract to Toshiba Business Solutions for copier, printing, scanning devices and printer hardware, service and supplies for the City.

---

**ITEM DESCRIPTION:**

Acceptance of proposal and consideration of award of contract to Toshiba Business Solutions for copier, printing, scanning devices and printer hardware, service and supplies for the City.

---

**SUMMARY:**

The City is utilizing a cooperative contract (Omnia Partners Contract #2510007) for copier, printing, scanning devices and printer hardware, service and supplies citywide. This contract offers improved pricing across the whole fleet including improved equipment and services.

In 2012 the City of Olathe competitively solicited and awarded a contract to Toshiba for copier and printer hardware and services. The City has spent approximately \$170,000 per year on this contract.

Toshiba has offered excellent service and support for the citywide copier fleet since implementation in 2012. The City has been able to save \$40,000 per year by utilizing this cooperative contract and being able to cancel our copier broker services.

Staff recommends a five (5) year contract with Toshiba through February 28, 2026.

---

**FINANCIAL IMPACT:**

Estimated expenditure over five years is \$700,000. Copies are charged back to individual departments to capture the cost of equipment, service, and supplies for these units.

---

**ACTION NEEDED:**

Award of contract to Toshiba Business Solutions.

---

**ATTACHMENT(S):**

A. Contract

---