

**AGENDA ITEM REPORT****DATE:** December 2, 2025**DEPARTMENT:** Procurement**REQUESTER:** Mary Tucker**TITLE:** Approve Countywide Annual Leasing of Multi-Function Printers/Copiers**I. MOTION REQUESTED**

- A. Approves Piggyback No. PB250284CFC to utilize pricing on the Sourcewell Contract No. 112124-CAN with Canon USA for the purchase and leasing of Canon copiers, printers, and multi-function devices with related supplies, accessories, and services through JM Todd, Inc. on an as-needed basis, through the contract expiration date of January 10, 2029, and any renewals or extensions approved by Sourcewell, as approved in the departments' annual adopted budgets.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contract, for up to three additional one-year extensions, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves a countywide annual piggyback to use the competitively solicited Sourcewell contract for leasing Canon multi-function printers and copiers from JM Todd, Inc. on an as-needed basis through the contract expiration date of January 10, 2029, and any renewals or extensions approved by Sourcewell, as approved in the departments' annual adopted budgets. Total annual expenditures for these products and services during Fiscal Year 2024-2025 were \$131,618.99 countywide. A Market Analysis was completed and leasing under this contract represents product savings from 17.22% to 44.85%.

III. BACKGROUND AND IMPLICATIONS OF ACTION

Sourcewell solicited proposals for their Request for Proposal #112124 for Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services on November 21, 2024. After completing the competitive solicitation process, a contract was awarded to multiple vendors including Ricoh USA, Inc. The Agreement provides the option of cooperative purchasing through their authorized dealer, JM Todd, Inc., authorizing Lee County to piggyback the contract for purchases needed countywide.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount:	See comment below.
Included in the Current Budget?:	Yes
Fund:	Various department funds.
Comments:	Expenditures will be on an as-needed basis as approved in the departments' annually adopted budgets.

Is this a revenue or expense item? Expense

Is this Discretionary or Mandatory? Discretionary

Will this item impact future budgets? No

Program: N/A

Project: N/A

Account Strings: Various

Fund Type? Various

V. RECOMMENDATION

Approve

ATTACHMENTS:

REVIEWERS:

Angela Cabrini, Procurement

Mary Tucker, Procurement

Anne Henkel, Budget Services

Robert Holborn, County Attorney

Peter Winton, County Manager

Created/Initiated - 11/19/2025

Approved - 11/19/2025

Approved - 11/19/2025

Approved - 11/20/2025

Final Approval - 11/20/2025