



Agenda Report

June 8, 2026

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CANON USA, INC. FOR THE LEASE AND MAINTENANCE OF THREE DIGITAL PRINTING SYSTEMS PLUS ONE SCORER/CUTTER, INCLUDING SUPPORTING SOFTWARE AND HARDWARE IN AN AMOUNT NOT TO EXCEED \$425,000 OVER A 60-MONTH PERIOD**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21065 and within the meaning of State CEQA Guidelines Section 15378;
2. Authorize the City Manager to enter into a contract with Canon USA, Inc., for the lease, hardware/software, and maintenance support of three digital printing systems plus one scorer/cutter in an amount not to exceed \$425,000, for 60-months. Competitive bidding is not required pursuant to City Charter Section 1002 (H) contracts with other governmental entities or their contractors for labor, materials, supplies, or services; and
3. It is further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interests are served.

BACKGROUND:

The Department of Finance, Printing Services Section, provides reprographic and printing services for all City departments. Currently, the section has reached the end of a 60-month lease and service contract on three digital printing platforms - One Titan 6220 high-volume B&W press, one VarioPrint DP140 mid-volume B&W press, and one ImagePress C810 mid-volume color press from Canon USA, Inc. (Canon).

Canon holds the maintenance contract for all three machines. Over the course of this contract, the printing requirements of City departments have changed, with a significant shift towards color output. The increased volume of color projects resulted in the Titan 6220 being underutilized, and the ImagePress C810 being overutilized, resulting in instability and failure in the C810. With a lease agreement that replaces two of the three current printing systems, renews the lease on the Section's volume-appropriate VarioPrint DP140 printing platform, and adds a scorer/cutter to the fleet, staff can optimize hardware to meet current-day demands and prepare for future trends.

Multiple printing platforms and configurations were reviewed to ensure that appropriate equipment was acquired. This type of equipment is highly specialized and manufactured specifically for high-volume, fast-output, and production-quality printing. Due to the nature of this hardware, leasing and service is provided directly by the manufacturers. Both Canon and Xerox produce hardware that is capable of meeting the needs of the Printing Services Section. Canon was the vendor deemed capable of meeting acceptable quality standards of performance and pricing.

In 2020, the University of California system completed a competitive bidding process and established OMNIA Partners Contract # 2020002755 with Canon Solutions America, Inc. (now Canon USA, Inc.), for the purchase of printing and copying equipment. This agreement was renewed in 2025. Canon USA, Inc., has offered to extend the pricing in the contract to the City of Pasadena. This pricing reflects a less than 1% increase over the previous agreement.

It is in the City's best interest to award a contract in an amount not to exceed \$425,000 over a 60-month period to Canon USA Inc., to lease one Canon V1000 color printing system, one Canon V800 color printing system, one Canon VarioPrint DP140 black and white printing system, one Duplo DC-618 Slitter/Cutter/Creaser, and the supporting PrismaPrepare software. This includes the necessary software and hardware, plus support for 60-months.

COUNCIL POLICY CONSIDERATIONS:

Approval of this contract award addresses the City Council's goals of maintaining fiscal responsibility.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by Public Resources Code Section 21065 and within the meaning of CEQA Guidelines Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of "project" continuing administrative or maintenance activities, such as purchases for supplies and services. The actions proposed herein, authorizing the City Manager to enter into a contract with Canon USA, Inc. for the lease and maintenance of three digital printing systems plus one scorer/cutter, including supporting software and hardware, is the purchasing of supplies and services, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The maximum cost of this action will be approximately \$425,000 over a 60-month period. The annual costs for Fiscal Year (FY) 2027 will be covered by existing appropriations in the FY 2027 Operating Budget for the Finance Department. Thereafter, appropriations will be adjusted as needed during the annual operating budget process to address the remainder of the contract terms.

Respectfully submitted,



For

KARIN SCHNAIDER
Director of Finance

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Approved by:



MATTHEW E. HAWKESWORTH
Interim City Manager