



City of Joliet

150 West Jefferson Street
Joliet, IL 60432

Memo

File #: 426-21

Agenda Date: 9/21/2021

TO: Mayor and City Council

FROM: James V. Capparelli, City Manager

SUBJECT:
Change Order No. 1 to Managed Print Services PO

BACKGROUND:

The City currently uses a fleet of about 180 print output devices throughout the organization in all departments. Beginning in 2013, the City established an enterprise-wide management program called the Managed Print Services program with COTG/Martin Whalen Office Solutions to maintain and support all print output devices and to supply ink and toner replenishment for the fleet. The Mayor and City Council previously approved the managed print services contract at the January 19th, 2021, City Council Meeting in the amount of \$144,000.

CONCLUSION:

To satisfy the growing demand for managed print services within the city and resolve technology problems as they occur, management recommends continued use of managed print services. Managed print services offer the most flexible way to scale support resources up or down to the varying demands of the city.

At this time, IT is requesting the current allocation for Managed print services be increased by \$35,000 in purchase order 21000050.

Sufficient funds exist utilizing the IT Printing Budget (Org 04013000, Object 525500, \$35,000.00).

RECOMMENDATION:

Based on the above, it is recommended that the Mayor and City Council approve a change order to purchase order 21000050 in the amount of \$35,000.00.