



## AGENDA ITEM

### Canon Multifunction Printer Purchase Authorization

October 28, 2021

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#### BACKGROUND

The County utilizes a number of printers to support business process throughout the organization. These printers range in size from small black and white machines deployed in individual staff offices that handle small volume jobs to large multifunction printers (MFPs) strategically placed throughout the Administration and Shop Buildings that handle large volume print jobs. These MFPs also provide staff with advanced finishing capabilities along with scanning and faxing functionality.

Lacombe County purchases our printers with a built-in cost-per-copy service agreement from our vendor that covers the cost of toner, replacement parts, repairs, maintenance, and technical support.

The County buys one standard set of these printers and replaces one on an annual basis.

#### ANALYSIS

I.T. has added a proposed budget allocation for the purchase of a new Canon imageRUNNER DXC5850i Multifunction Printer (MFP) in the 2022 Interim Capital Budget to replace an aging Canon MFP that is approaching end-of-life.

Additionally, there are concerns that the units may be in short supply in 2022 due to ongoing supply-chain issues resulting from the COVID-19 pandemic. Our current vendor has confirmed the unit would be available at the beginning of the new year.

Normally, Administration would not proceed to place an order for 2022 purchases until the interim budgets are approved which is typically December. However, to secure the County's position in line to acquire the unit, Administration is seeking Council's for approval now to purchase the item in early 2022.

#### Alternatives:

1. Authorize Administration to purchase the new Canon Multifunction Printer for 2022. (Administration recommendation)
2. Delay decision until budget deliberations in December.



- 3. Direct Administration to take other actions.

**BUDGET IMPLICATIONS**

The Canon MFP has been included as a proposed budget item in the 2022 Interim Capital Budget. The budget amount is \$15,000.

**LEGISLATIVE RESPONSIBILITIES**

- 1. Section 3 of the Municipal Government Act (MGA) states the purposes of a municipality are:
  - (a) to provide good government,
  - (b) to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality, and
  - (c) to develop and maintain safe and viable communities.
- 2. Section 180(1) of the MGA states that council may only act by resolution or bylaw.
- 3. Section 248(1)(a) of the MGA states that a municipality may only make an expenditure that is included in an operating budget, interim operating budget or capital budget or otherwise authorized by Council.

**RECOMMENDATION**

That Council approve the following resolution:

*That Administration be authorized to purchase a new Canon imageRUNNER DXC5850i Multifunction Printer as proposed in the 2022 Interim Capital Budget for delivery in early 2022.*

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**REVIEWED BY:** Tim Timmons, County Manager 