

**TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY:** Your County Finance Committee respectfully recommends the adoption of the following:

**R E S O L U T I O N**

**WHEREAS**, the Berrien County Printing Department requires a hi-speed color copier/printer to provide services for all county departments, grant based clients and local municipalities; and

**WHEREAS**, the Berrien County Board of Commissioners approved a five year lease with Canon Solutions America, Inc., for a color/printer for the Printing Department via resolution #F1704157 at a rate of \$1,633.24 a month; and

**WHEREAS**, that lease concluded on June 28, 2022 and the Printing Department has had a month to month extension while in talks with Canon for a replacement; and

**WHEREAS**, the current machine (Canon Imagepress 750) is dated and is experiencing technical difficulties requiring additional service and parts replacements to keep up with project load and demands; and

**WHEREAS**, Canon Solutions America, Inc. can now provide a 5-year lease for the upgraded Canon Imagepress 810 at a rate of \$1,296 monthly and has a new machine available currently; and

**WHEREAS**, the Berrien County Printing Department is requesting approval to upgrade the current color copier/printer to the Canon Imagepress 810 for a lease rate of \$1,296 monthly.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Berrien County Board of Commissioners approves the Berrien County Printing Department’s request to upgrade machinery with a new 5-year lease agreement with Canon Solutions America, Inc. as described above and authorizes the County Administrator to execute the related documents.

**RESPECTFULLY SUBMITTED,  
BERRIEN COUNTY FINANCE COMMITTEE**

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Mamie L. Yarbrough, Chairperson

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Jon Hinkelman, Vice Chairperson

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Teri Sue Freehling

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Ezra A. Scott

2022-08-18-04



# County of Berrien Michigan Request for Waiver of Competitive Quotation or Bidding

The County requires goods and services to be competitively quoted or bid when it serves the County's best interest or as required at the instruction of the funding source. Current purchasing policy requires three (3) or more competitive quotations from qualified vendors for purchases of \$1,000.00 to \$19,999.99 and competitive bidding for purchases of \$20,000.00 or greater. A waiver of competitive quotations or bidding may be made based on certain exceptions at the discretion of the Finance Committee of the Board of Commissioners. This form is to be completed with all approvals prior to completion of a requisition when a waiver is requested. A copy of the approved completed form is to be submitted with the requisition by the requesting department.

Vendor Name: CANON SOLUTIONS

Describe Good or Service: ImagePress C810 COLOR COPIER - (UPGRADE from the current model C750)

Org/Obj/Proj #: 10100 - 2920 - \* Budgeted Amount: \$ 19599 / 39000 Waiver Amount: \$ 0

**Rationale for Requesting Waiver of Competitive Quotation or Bidding.** (Please check the appropriate box that explains your reason(s) for the quote or bid waiver request and record the explanation/justification in the space provided.)

- Sole Source** Justification exists if goods or services required to satisfy the County's needs are only available from one supplier. Examples would be maintenance on proprietary products, or only a single brand or model of product or service will meet the specifications. Indicate in the section below what makes this a sole source purchase. What are the unique features of product/service necessary to fulfill the requirements, why the requested vendor is the ONLY vendor able to provide, and what attempts were made to find and qualify vendors.
- Single Source** Justification exists when more than one supplier could provide the goods or service, but one supplier was selected for economic reasons. Single source suppliers are used in situations where using a different supplier would result in incompatibility with existing goods or services; and/or require considerable training, time, and expense; and the total cost of ownership is less than purchasing goods or service from the low bidder. This option requires cost justification be provided to and approved by the County Administrator/Controller in the section below or in a separate attached analysis.
- Emergency** Justification exists if the goods and/or services are required to correct or prevent an emergency health, environmental, or safety hazard; and/or provide for the completion of unplanned special or time sensitive events; and/or emergency repair or replacement of existing equipment is essential for daily operations. Failure to complete purchasing requisition and P.O. before the item is needed does not constitute an emergency. Describe below the emergency justification:
- Technical / Specialized Consulting Services** A justification exists if it is determined that services to be purchased are technical and specialized consulting services that are temporary in nature and there is sufficient economic reasons to support a waiver and where such terms and conditions are in the best interest of the County. This justification shall not be considered to exist when the purchase is supported by grant and/or designated revenue sources. Attach an additional justification memo approved by the County Administrator/Controller.
- Grant Designated Vendor Goods or Services** A Grant Designated Vendor and Goods justification exists when the vendor and goods/service requested were specified in the grant proposal and/or listed in the award agreement, or awarding agency expressly authorizes non-competitive proposals to a written request from the non-Federal entity. Attach relevant page(s) of the grant proposal and award agreement.
- Use of Existing Agreement** A Use of Existing Agreement justification exists when the County is allowed to use pricing of an existing contract with other public entities. Assuming the purchase is not funded by a grant and is in compliance with the purchasing policy in all other aspects. Examples would be MIDeal, Hospital Purchasing Service, Regional Homeland Security, etc. Indicate in the section below the public entity from which the pricing is derived, the agreement number, and what efforts were undertaken to assure the pricing is the best possible. Attach relevant page (s) of the agreement.

**Explanation/Justification for Requesting Waiver of Competitive Quotation or Bidding.**

\* 2 FUNDING LINE ITEMS  
- LEASE: (CURRENT/CAPITAL LEASE #998100) \$19599 NEW LEASE #941000 - \$15551.00  
- COPIER COUNTS/MAINT: #901000 - \$39,000 (SAME AS CURRENT YEAR)

PURCHASING COOP: OMNIA PARTNERS for CANON SOLUTIONS  
UPGRADE OF CURRENT MACHINERY - COLOR COPIER (C750 TO C810)

Product has been proven over many years to run efficiently and effectively and service is responsive and qualified. it is impossible to compare apples to apples as the product, service and maintenance have been tested, tried and satisfactory. Introduction of new variables will affect productivity and quality.

\*NOTE cost has decreased from previous contract, as some elements have been streamlined.

Approver	Signature	Date (mm/dd/yyyy)
Initiator Approver		8/9/22
County Administration Approver <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended		8-15-22
Finance Committee Approver <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Declined		8-18-22