



CITY COUNCIL MEMORANDUM

From: The Office of the City Manager **Date:** October 27, 2025

Subject: Authorize the City Manager to execute an agreement with Novatech, Inc. for Copier Equipment Lease and Managed Print Services Agreement in an amount not to exceed \$360,864 for a term of five years, using Department of Information Resources Contract DIR-TSO-CPO-5424.

Presenter: Trudy J. Lewis, Assistant City Manager

Summary:

Staff requests that the City Council consider authorizing the City Manager to execute a five year copier equipment lease and managed print services agreement with Novatech, Inc. This lease is accessible to the City through a Texas Department of Information Resources ("DIR") agreement (DIR-CPO-5424).

General Description:

In April 2025, the City began soliciting quotes from vendors that provide copier equipment leasing and print management services available to the City through existing contracts with various purchasing cooperatives (BuyBoard, DIR, etc.). In May 2025, staff assembled the quotes for evaluation. A total of nine quotes were received.

- Canon
- Datamax
- Imagenet
- Knight Enterprise
- Novatech
- Sharp
- Ubeo
- Xerox
- Zeno Digital Solutions

An employee committee evaluated the available information and invited Canon, Novatech, and Sharp to participate in formal presentations. The committee identified Novatech as the recommended vendor, based on qualifications, experience, service and maintenance program, supplies, support, and pricing. Novatech is the current vendor for the City copiers and is a local distributor for Konica Minolta equipment. Staff requests Council to consider entering into a 60-month equipment lease agreement accessed through DIR contract (DIR-CPO-5424). This streamlined cooperative purchasing program, which is available for state and local government entities in Texas, establishes a competitively-bid contract for technology products and services in compliance with applicable procurement laws of the

state. By participating in the DIR cooperative, the City meets all state competitive bidding requirements.

This agreement will provide the copiers utilized throughout the City. The lease term will be 60-months for an amount not to exceed \$208,996; an average annual cost of \$41,800. In addition to the lease of copiers, the City will enter into a 60-month managed print services agreement with Novatech. There are no renewals included as part of the agreement once the initial 60-month term expires. Novatech will be responsible for the deployment of the machines as well as providing the associated maintenance and supplies. Novatech's service fees are based on a cost per printed page, which will remain the same as current. Novatech has been the City's vendor for the past four years and has consistently provided exceptional service. Their response times for maintenance and repairs have been outstanding. This continuity of service will ensure a smooth transition and minimize any disruptions to City's operations.

Staff's recommendation is for Council to authorize the City Manager to execute the agreements with Konica Minolta and Novatech.

The agreement is for a 60-month period. Payments for utilization of this contract may be authorized annually during the budget process provided that funds have been budgeted for each remaining period of the contract, and the terms and conditions of the agreement have not changed. Those payments will not require additional City Council approval.

Recommendation:

Authorize the City Manager to execute an agreement with Novatech, Inc. for Copier Equipment Lease and Managed Print Services Agreement in an amount not to exceed \$360,864 for a term of five years, using Department of Information Resources Contract DIR-TSO-CPO-5424.