Weatherford City Council

AGENDA REPORT

Meeting Date:	July 22, 2025	**Staff Contact:**	Kiason Turner, IT Director
Item Number:	2025-340-AR	**Phone:**	817-598-4295

SUBJECT: Consider authorizing the City Manager to expending funds not to exceed $130,000 with Canon USA/Canon Financial using the Texas Department of Information Resources (DIR) Contract (DIR-CPO-4437) for leased multifunction printers/copiers, related software, and per-click printing expenses.

BACKGROUND/DISCUSSION

Canon USA/Canon Financial is a leading provider of digital imaging solutions. Council previously approved the 5-year lease agreement with Canon for copier solutions in April 2024 which utilizes the Texas DIR Contract (DIR-CPO-4437). The annual cost of the base lease is $73,635.12.

The annual lease, additional copiers, software, and per-click printing expenses (including an additional estimated 10% for variable printing quantities) shall not exceed $130,000.

This additional authorization is necessary to expend funds over $50,000 in fiscal year 2025.

FINANCIAL IMPACT

Funds are currently allocated in the FY25 budget.

SUGGESTED ACTION

Staff recommends approval.