



Office of the City Manager

CONSENT CALENDAR  
September 16, 2025

To: Honorable Mayor and Members of the City Council  
From: Paul Buddenhagen, City Manager  
Submitted by: Henry Oyekanmi, Director, Finance Department  
Subject: Contract No. 32000060 Amendment: Toshiba Business Solutions Inc for Citywide Multi-function Devices

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No. 32000060 with Toshiba Business Solutions to extend the term through September 15, 2029, and to approve an additional \$2,000,000 for appropriations related for performance of this contract. This brings the total NTE amount of this contract to \$3,750,000 over a ten-year term.

FISCAL IMPACTS OF RECOMMENDATION

Funds are available in individual departmental budgets. This brings the total projected expenditure over ten (10) years to \$3,750,000.

CURRENT SITUATION AND ITS EFFECTS

Toshiba is offering the City new, upgraded equipment with increased energy efficiency at a lower lease rate than what the City is currently paying. Toshiba has also offered a negotiated per sheet rate that is below the standard OMNIA rate.

BACKGROUND

The original Toshiba contract was approved in 2019 with the amount of \$828,170, which was intended to provide funding for three years. In 2023, resolution 71,121-N.S. was passed to increase the budget to \$1,438,170 and in 2024, resolution 71,249-N.S. increased the budget to \$1,750,000.

RATIONALE FOR RECOMMENDATION

The City has over 70 units dispersed throughout nearly all locations. With this contract amendment, Toshiba will provide upgraded, energy efficient machines to nearly every department. Toshiba also offers competitive rates, and the OMNIA agreement is used by many municipalities throughout the country.

ENVIRONMENTAL SUSTAINABILITY

The new machines that will replace our current machines will be more energy efficient and consequently will reduce City use of electricity and its cost.

ALTERNATIVE ACTIONS CONSIDERED

The City considered administering its own RFP, however, if the City were to bid as standalone RFP, the City would not get the benefit from the economy of scale received by piggybacking off the Omnia Agreement.

CONTACT PERSON

Henry Oyekanmi, Director of Finance, Finance Department, 981-7301

Attachments:

1. Resolution

RESOLUTION NO. ##,###-N.S.

AMENDMENT AND EXTENSION OF TOSHIBA CONTRACT #32000060

WHEREAS, City Council approved Resolution 69,074-N.S. on September 10, 2019 approving the contract for copiers with Toshiba by piggybacking on the Region 4 Education Service Center (now part of OMNIA) available contract; and

WHEREAS, City departments require ongoing copying, printing, and scanning services, and have departmental budgets for those; and

WHEREAS, after an evaluation of available service options it was determined that piggybacking off the competitively negotiated Region 4 OMNIA Contract No. R241204 offered the best overall value to the City; and

WHEREAS, Toshiba continues to attest to compliance with the City's social responsibility requirements; and

WHEREAS, the benefits of continuing with Toshiba outweigh administering a City of Berkeley RFP at this time.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No: 32000060 with Toshiba Business Solutions, to provide managed printer and copier services citywide, increasing the amount by \$2,000,000 for an amended total amount not to exceed \$3,750,000 and extending the term until September 15, 2029.

