



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No: 2025-0075

**TO:** Mayor and City Council Members

**FROM:** Rochelle Lyon, Director Management Information Systems

**DATE:** March 17, 2025

**SUBJECT:** Multi-Function Devices and Printer Management

---

**REQUEST:**

City Council is requested to waive under Section 2-273(b), the 3-year requirements for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City.

City Council is requested to authorize the purchase of 30 multi-function devices in the amount of \$149,488.00 and a Maintenance Agreement in the amount of \$250,000.00 to Applied Innovations, Grand Rapids, Michigan for a total of \$399,488.00 through April 1, 2028.

**REASON FOR PURCHASE:**

This request is for the approval of aging copier and printer equipment and implement a comprehensive print management solution. Several existing machines are nearing the end of their useful life, and are in need of replacement.

A thorough review of the City's printing and copying needs, has been performed based on analytics from each department's current machine, and recommendations for their replacement has been completed. Additionally, the City always considers leasing versus purchasing of the machines to ensure the best return on investment is being pursued. Based on the financial analysis performed by the Chief Financial Officer, purchasing the equipment outright offers the best long-term value for the City. This decision considered the opportunity cost of potential interest earnings from a one-time purchase compared to the present value of lease payments over 60 months. It is based on these factors that the City is recommending purchase of the devices.

The City of Farmington Hills, acting on behalf of the MITN Cooperative Purchasing Group, issued a Request for Proposals (RFP) for copier and print management services. Applied Innovations of Grand Rapids, Michigan, was awarded the contract based on their best value proposal, which provides a comprehensive solution for managing print and copier devices. The RFP process considered firm qualifications, equipment capabilities, customer service approach, and pricing for a variety of devices and configurations. This allows for customization of equipment to meet the specific needs of each department.

A five-year maintenance agreement with Applied Imaging is recommended to align with the City's replacement schedule and secure consistent pricing over the contract term. This requires a waiver under Section 2-273(b) of the City Code, which limits long-term contracts to three years, as well as approval under Section 2-281. The five-year agreement will lock in per-copy pricing, facilitating better budget management.

The City will auction all replaced machines through the GovDeals surplus auction site.

**PROCESS:**

**Vendor Name and Address:**

Applied Innovation  
5555 Glenwood Hills Parkway  
Grand Rapids, MI 49512

**Reason for Selection:**

Best Value

**Method of Purchase:**

Purchase Order/Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2025 Adopted Budget and the FY 2026-2028 Projected Budgets

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
MIS	636.980000	IS-07: Citywide Photocopier Replacement Schedule	\$250,000	\$149,488	\$100,512
MIS	636.807000	Printer/Copier/Scanner Management	\$250,000	\$250,000	\$0
		<b>Total</b>	<b>\$500,000</b>	<b>\$399,488</b>	<b>\$100,512</b>

**RECOMMENDATION:**

It is recommended that City Council waive under Section 2-273(b), the 3-year requirements for long term contracts, under Section 2-281, which allows City Council the authority to waive any regulation or procedure pertaining to purchasing, deeming it to be in the best interest of the City.

City Council is requested to authorize the purchase of 30 multi-function devices in the amount of \$149,488.00 and a Maintenance Agreement in the amount of \$250,000.00 to Applied Innovations, Grand Rapids, Michigan for a total of \$399,488.00 through April 1, 2028.

---

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney      ☐ Yes      ☒ N/A