



Agenda Item

Orange City Council

Item #: 3.10.

1/13/2026

File #: 25-0694

TO: Honorable Mayor and Members of the City Council

THRU: Jarad Hildenbrand, City Manager

FROM: Steven Scardina, Information Technology Manager

1. SUBJECT

Agreements with C3 Office Solutions, LLC, dba C3 Tech for copier lease and managed print services.
(Continued from December 9, 2025)

2. SUMMARY

The City utilizes a combination of heavy-duty copiers and light duty desktop printers for print production. The three-year lease agreement provides seven new copiers while the two-year with a one-year option managed print service agreement locks in a lower cost per page to service both printers and copiers. Approving these agreements will result in an estimated savings of \$57,000 per year.

3. RECOMMENDED ACTION

1. Approve the agreement with C3 Office Solutions, LLC as supplier and Wells Fargo Bank, National Association as lessor in the amount of \$39,030.24 for copier equipment leasing; and authorize the Mayor and City Clerk to execute on behalf of the City.
2. Approve the agreement with C3 Office Solutions, LLC dba C3 Tech for managed print services; and authorize the Mayor and City Clerk to execute on behalf of the City.

4. FISCAL IMPACT

The total expenditure for the five-year copier lease agreement is \$39,030.24 and will be funded through General Fund (100).

100-2101-56301 Rents and Leases	\$19,477.56
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100-1601-56301 Rents and Leases	\$19,552.68
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The managed print services agreement will be funded through General Fund (100).

100-1601-56999 Other Repair / Maintenance services	\$74,000
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5. STRATEGIC PLAN GOALS

Goal 5: Improve Infrastructure, Mobility, and Technology

6. DISCUSSION AND BACKGROUND

Since 2018, the City has utilized C3 for copier leasing and managed print services with some exceptions.

Copier Lease

The Library currently has four Konica / Minolta copiers on a lease agreement with Konica that has expired. These four copiers will be replaced with Sharp copiers as part of the C3 lease agreement. This also achieves a desired goal to standardize Sharp equipment. The remaining three copiers will be distributed in areas where desktop printers can be reduced.

Managed Print Services

The total expenditure for the managed print services agreement is subject to actual print usage resulting in a projected \$57,000.00 savings annually.

The contract is recommended pursuant to a cooperative purchasing agreement between the County of Orange and C3 Office Solutions (Regional Cooperative Agreement Contract RCA-017-23010022 for Digital Multifunctional Copiers, Printers, Software, Related Accessories and Services). This procurement approach is commonly referred to as “piggybacking” where the City utilizes the County’s bidding efforts and extends a similar agreement to the successful firm. This is done with assurances that the firm has been recently vetted by another government agency under a competitive solicitation process, and therefore, would be an appropriate vendor for the City. This procurement approach is authorized under Chapter 3.08 of the Orange Municipal Code, and among other benefits, reduces the administrative costs for City staff to facilitate a proposal process in-house.

On December 9, 2025, the City Council directed staff to adjust the terms of the agreements. The former five-year lease has been adjusted to a three-year lease. The five-year managed print services agreement has been altered to a two-year agreement with a one-year option. During the third year, staff will administer a request for proposal process for these services. Staff additionally reduced the printer inventory by 45% which increased the annual savings by an additional estimated \$6,000.

The City has been satisfied with C3’s service, and in considering both agreements will result in overall reduction in print production costs, staff recommend approval of the copier lease and managed print services agreements.

7. ATTACHMENTS

- Copier lease agreement with C3 Office Solutions, LLC
- Managed print services agreement with C3 Tech
- Regional Cooperative Agreement Contract RCA-017-23010022