



**San Francisco Office of the City Administrator
City Administrator Carmen Chu**

Citywide Contract for Canon Copier Leases (TC96105A)

File 260673

Office of Contract Administration

Board of Supervisors Budget & Finance Committee

July 15, 2026

Summary of Request

The Office of Contract Administration (OCA) maintains 3 term contracts through which all City departments can lease, rent, or buy copier machines.

- Authorize OCA to make the second amendment to term contract with **Canon U.S.A., Inc.** for the lease, rental, and purchase of copier machines, increasing the not-to-exceed (NTE) amount to \$15.3 Million.

Contract Background & Need

- In April 2024, OCA entered into contract with **Canon**
- In November 2025, a first amendment was executed to extend the contract term through December 2030, without increasing the not-to-exceed (NTE) amount.
- Today's amendment would increase the NTE amount by \$6,300,000 to \$15,300,000.
- Biggest users: Public Library, City Administrator's Office, Human Services Agency, Police Department, Public Works

Conclusion

OCA respectfully requests approval of this contract amendment.