



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | Office@das.nh.gov

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max

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

September 3, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services to amend an existing contract (Contract #8003166) with Canon U.S.A., Inc., (VC#230331), Melville, NY, for multifunction devices and managed print services by extending the completion date from September 30, 2025, to September 30, 2026, with no change to the price limitation of \$1,000,000.00 effective upon Governor and Executive Council approval. The original contract was approved by the Governor and Executive Council on December 21, 2022, Item #133.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

EXPLANATION

As previously stated, the original contract was approved by the Governor and Executive Council on December 21, 2022, Item #133.

The State of NH currently has three (3) contracts for multifunction devices and managed print services. These contracts provide all State agencies with a diverse product range that can be tailored to the agency's needs. These contracts include pricing for the most popular categories of printers and copiers while requiring each contractor to furnish the agency with a complete assessment of needs and a proposal of equipment required.

This request is to extend Canon's multifunction devices and managed print services contract for an additional year under the existing contract terms, conditions, and pricing. The Bureau of Purchase and Property researched the market and found most industry publications expect tariffs to add 8-15% to prices in 2025. The National Association of State Procurement Officials (NASPO) has received increases from the three manufacturers represented by the State contracts ranging from 6% to 11%, with Canon implementing a 7% increase on June 1, 2025, to their NASPO portfolio pricing. In reviewing Canon's State contract pricing with NASPO's contract pricing, we have found the State's current contract pricing favorable.

Contract financials	
Current limitation	\$1,000,000.00
Current limitation remaining balance	\$309,152.00
One year amendment	\$230,282.00
New price limitation (no change)	\$1,000,000.00

The Department of Administrative Services has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract. The Department of Administrative Services also requested and received approval from the Commissioner of Department of Information Technology, DoIT No. 2023-040A. Documents supporting these assertions are available at the agency, for review upon request.

Based on the foregoing, I am respectfully recommending approval of the contract amendment with Canon U.S.A., Inc.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner



**FIRST AMENDMENT TO THE CONTRACT BETWEEN
CANON U.S.A., INC.
AND
THE STATE OF NEW HAMPSHIRE,
DEPARTMENT OF ADMINISTRATIVE SERVICES,
FOR MULTIFUNCTION DEVICES AND MANAGED PRINT SERVICES
CONTRACT # 8003166**

This First Amendment (hereinafter referred to as the "Amendment"), is by and between the State of New Hampshire, Department of Administrative Services (hereinafter referred to as "the State") and Canon U.S.A., Inc. (successor by merger to Canon Solutions America, Inc.) hereinafter referred to as "the Contractor") for Multifunction Devices and Managed Print Services.

WHEREAS, pursuant to an agreement effective December 21, 2022, and set to expire September 30, 2025, (hereinafter referred to as "the Agreement"), the Contractor agreed to perform certain supply and maintenance of multifunction devices and managed print services for the State in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, pursuant to Section 17 of the Agreement, the Agreement may be amended by an instrument in writing executed by both parties;

NOW, THEREFORE, for and in consideration of the mutual promises set forth in this Amendment and the underlying Agreement, the parties do mutually agree as follows:

1. Delete in its entirety Form Number P-37, item 1.7 Completion Date and substitute the following:
1.7 September 30, 2026
2. All other provisions of the Agreement, approved by the Governor and Executive Council on December 21, 2022, Item #133, shall remain in full force and effect.

Contractor Initials: Initial
pk

Date: 08/29/2025 | 1:28 PM PDT

CANON U.S.A, INC.

Signed by:
Peter Kowalczyk
By: 91E307A8C4FB4CC...
Peter Kowalczyk

(Print Name)

Title: EVP

Date: 08/29/2025 | 1:28 PM PDT

STATE OF NEW HAMPSHIRE

By: *Charles M. Arlinghaus*
Charles M. Arlinghaus
(Print Name)

Title: Commissioner
Department of Administrative Services

Date: 9-3-25

OFFICE OF THE ATTORNEY GENERAL

By: *Christen Lavers*

Christen Lavers
(Print Name)

Title: Sr. Assistant Attorney General

Date: 9/3/25

The foregoing contract was approved by the
Governor and Council of New Hampshire on

Signed: _____

(Print Name)

Title: _____

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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Concord, New Hampshire 03301
(603) 271-3201 Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

December 7, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a **Retroactive** contract with Canon Solutions America, Inc., (VC#230331), Melville, NY, in the amount of \$1,000,000 for multifunction device and managed print services, with the option to extend for up to two additional one-year periods, effective upon Governor and Council approval for the period October 1, 2022 through September 30, 2025.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

EXPLANATION

This request is **Retroactive** because of the October 19, 2022 change to contract oversight requirements contained in the updated Manual of Procedures Chapter 150 and subsequent internal approval procedures. The Department of Administrative Services, through the Bureau of Purchase and Property, issued request for bid 2581-22 on March 8, 2022 with responses due on March 31, 2022. This contract upon approval will be the final of three contracts awarded, supplementing the Toshiba America Business Solutions, Inc. (Contract #8003148) and Connected Office Technologies (Contract #8003153) awarded October 12, 2022 by the Commissioner of the Department of Administrative Services. There were six responses received with Canon Solutions America, Inc. submitting the lowest compliant pricing for their respective sections.

The State of New Hampshire's agencies currently operate a print fleet of more than 2,000 independent devices statewide with annual expenditures exceeding \$1,000,000. Recent changes in network security requirements e.g. DoIT mandatory prohibition of external network access, increased cost in consumables, and the inability to receive parts timely and maintain equipment has identified an area of opportunity to reduce the number of devices deployed with a target reduction of 10% statewide; if achieved, this will result in greater efficiencies, improved security, and cost avoidances to agency budgets.

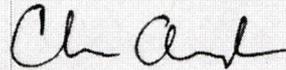
Prior contracts spend (four contracts):

2021 – 2022	\$856,236.63
2020 – 2021	\$860,531.67
2019 – 2020	<u>\$864,826.70</u>
Total spend	\$2,581,595.00

These amounts are the total spend from all previous contract providers combined (Canon, Xerox & Budget Document Technologies, Integrated Office Solutions, and Porter Office Machines). The Department of Administrative Services projects that the annual spend will be divided across the two existing contracts (Contract #8003148 and #8003153) and this requested contract provider in the amount of \$1,000,000 over the term of the contract. The requested price limitation includes an allowance of \$225,000 to accommodate the purchase of production equipment not previously available under contract. Each of the three contractors will perform site assessments by location with awards being made to the lowest price meeting the identified business need.

Based on the foregoing, I am respectfully recommending approval of the **Retroactive** contract with Canon Solutions America, Inc.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner