



Procurement Department

Andy Penick, CPSM, GCPM, GCPA, MBA
Procurement Director

Date: January 14, 2026

To: Andy Penick, Procurement Director

A handwritten signature in dark ink, appearing to be "AP", enclosed within a hand-drawn circle.

From: Nancy Williams, Contract Compliance Administrator

Handwritten initials "NW" in dark ink.

Re: RFP 25-301 Copier Lease Services

RFP Item #25-301 – Copier Lease Services for Various Departments was received and opened on Wednesday, November 12, 2025. Two companies responded to the RFP. The evaluation committee comprised of various departments met to evaluate the proposals. The Pollock Company received the highest scored. Based on the evaluation scores, the evaluation committee recommends to move forward and award RFP 25-301 to The Pollock Company. The recommended award is pending contract negotiations and will be for a one (1) year award with the option to extend for four (4) additional one (1) year terms.

