

City of Burnet City Council



Item Brief

Meeting Date

September 9, 2025

Agenda Item

Discuss and consider action: Approval of a five-year contract with CTWP for copy machines and authorization for the City Manager to execute the contract: M. Gonzales

Information

The City currently has a five-year contract with Ricoh for copy machine services, which is set to expire in September 2025. All City departments are currently utilizing Ricoh equipment under this agreement. As part of the renewal process, the City received a proposal from CTWP, a full-service copier and office equipment provider serving all of Texas, with a local office in Marble Falls.

City staff has reviewed the CTWP proposal and determined it meets the operational needs of the City while also offering the benefits of local service support. The proposed five-year agreement includes copier equipment, maintenance, and support services for all departments.

Fiscal Impact

The City currently pays an average of \$3,042.50 per month for services under the Ricoh contract. The proposal from CTWP is expected to average approximately \$1,978.46 per month over the five-year term, resulting in an estimated savings of \$1,064.04 per month.

Recommendation

Staff recommends approval of a five-year contract with CTWP and authorization for the City Manager to execute the contract on behalf of the City.