

OFFICE OF
PLANNING, ZONING AND
HISTORIC PRESERVATION
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MEMORANDUM

Date: November 24, 2021
To: City Commission
From: Kevin Kuchenbecker, Historic Preservation Officer
Re: Request to Purchase New Copier

Staff is requesting permission to purchase a new copier, more specifically the Kyocera TASKalfa 4054ci. The new copier will replace our Kyocera TASKalfa 4550ci copier which was purchased in 2010. Parts for the TASKalfa 4550ci stopped becoming available in December of 2020 so parts are hard to find and used parts were used for the last repair in October.

Staff received a quote from Century Business Products in Rapid City for \$10,150.00. The quote is attached for your review. Staff chose to stay with Century Business Products since they are very familiar with the excellent service Century Business Products has provided of the past 11 plus years. This was budgeted in the 2022 Historic Preservation machinery/equipment line item.

The Historic Preservation Commission reviewed this purchase at the November 23, 2021 meeting and recommend to the City Commission to approve the purchase of Kyocera TASKalfa 4550ci from Century Business Products in Rapid City in the amount of \$10,150.00 to be paid from the 2022 Historic Preservation machinery/equipment line item.

RECOMMENDED MOTION:

Move to approve the purchase of a Kyocera TASKalfa 4550ci from Century Business Products in Rapid City in the amount of \$10,150.00 to be paid from the 2022 Historic Preservation machinery/equipment line item.