

Staff Report

Subject: Docuquest Service Contract

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Department: Tax Commissioner

Meeting Date: 2/21/2023

Item Description: Docuquest Service Contract for Tax Commissioner's Office

Summary Recommendation: Staff recommends approving the service contract with Docuquest.

Executive Summary/Background:

- The Tax Commissioner had requested to purchase the copier currently utilized in her office. The Service Contract was approved March 3, 2020.
- The machine currently has a service contract for a monthly fee of \$25.00, which includes 3,000 copies/prints with an overage of .007 per page, as well as all parts, labor, and toner.
- The Tax Commissioner's Office has requested to continue with the service agreement.

Alternatives for Commission to Consider

1. Approve the Docuquest Service Contract.
2. Do not approve the Docuquest Service Contract.

Recommended Alternative: 1.

Other Alternatives: 2.

Department Review: Purchasing, Tax Commissioner, I.T.

Funding Source: Current Budget for Tax Commissioner

Attachments:

1. Docuquest Service Contract