

## **Staff Report**

**Subject:** Approval to Renew the Master Lease Agreement with Ricoh USA, Inc. for 24 months

**Author:** Alison Bruton, Purchasing Agent

**Department:** Various

**Meeting Date:** February 21, 2023

**Item Description:** Renew the Image Management Plus Agreement with Ricoh USA, Inc. for 24 months

**Summary Recommendation:** Staff recommends approval of the 24-month renewal

### **Executive Summary/Background:**

- In November of 2019, the Board of Commissioners approved a contract with Ricoh USA, Inc. to provide copiers for various Effingham County Departments. Once this transition began, it became apparent that certain add-ons were not specified in the bidding packet, therefore not included in the initial agreement and had to be added through amendments. We have also moved some departments (new Administrative Building) which caused a shift in some of the current copiers, additional add-ons, and ordering of additional copiers.
- Upon a review of our account with Ricoh, the overall usage on the copiers has been lower than what they would expect to see, and this could be due to departments utilizing electronic systems for filing/services, COVID closures, etc.
- We are at a point in time where the County has plans to renovate additional facilities and shift the locations of various departments. Given the usage of the machines and the pending renovations/moving, staff is requesting approval of the 24-month renewal. Ricoh is also able to provide a cost savings for the 24-month renewal.

### **Alternatives for Commission to Consider**

1. Approval to Renew the Master Lease Agreement with Ricoh USA, Inc. for 24 months
2. Take no action.

**Recommended Alternative:** 1

**Other Alternatives:** 2

**Department Review:** Purchasing, Finance

**Funding Source:** Department Budgets

**Attachments:** Ricoh USA, Inc. Master Agreement