

# Staff Report

**Subject:** Docuquest Service Contract

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**Department:** Tax Commissioner

**Meeting Date:** 2/20/24

**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