

Staff Report

Subject: Approval for the order of a new copier for the Tax Commissioners Office to allow color printing

Author: Alison Bruton, Purchasing Agent

Department: Tax Commissioner

Meeting Date: May 3, 2022

Item Description: Approval for the order of a new copier for the Tax Commissioners Office to allow color printing

Summary Recommendation: Staff recommends Approval for the order of a new copier for the Tax Commissioners Office to allow color printing

Executive Summary/Background:

- Currently the Tax Commissioners office has a B/W machine for their office, and during their budget meeting requested a Color copier for their office.
- This would require the lease of a new machine, upgrading from a MP30555p to an IMC2500. This machine would also include a stapler and hold punch attachment, which their current machine also has.
- To keep this lease in line with the other departments, it would be a 12-month term with a cost of \$511.11 per month. This has been discussed and reviewed with the Tax Commissioner, County Manager and Finance Director.

Alternatives for Commission to Consider

1. Approval for the order of a new copier for the Tax Commissioners Office
2. Take no action

Recommended Alternative: 1

Other Alternatives: 2

Department Review: County Manager, Purchasing, Finance, Tax Commissioner

Funding Source: Operating Budget

Attachments:

1. Ricoh Agreement for the IMC2500 copier