



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: July 24, 2024

AGENDA ITEM: Consider a motion to ratify the Guaranteed Protection Plan, the State and Local Government Addendum Agreement # 3093736, the Equipment Lease Agreement, and Procurement Order and Security Agreement with Metro Sales Inc. for two leased Ricoh photocopy equipment in the amount of \$7,956.36.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The GRPU has a longstanding relationship with Metro Sales Inc. for the local government photocopy equipment leasing program. Metro Sales Inc. has proposed a 30% reduction in costs for a three-year addendum to the current state and local government agreement. This contract would extend our existing Ricoh photocopier lease with Metro Sales Inc.

This three-year addendum will allow GRPU to finalize the new ERP software and assess the actual usage of the two Ricoh photocopiers. By the third year, we anticipate a noticeable reduction in photocopy use as GRPU customers adopt the new SpryEngage customer portal and request paperless utility bills.

RECOMMENDATION:

Approve a motion to ratify the Guaranteed Protection Plan, the State and Local Government Addendum Agreement # 3093736, the Equipment Lease Agreement, and Procurement Order and Security Agreement with Metro Sales Inc. for two leased Ricoh photocopy equipment in the amount of \$7,956.36.