



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: August 27, 2025

AGENDA ITEM: Consider a motion to ratify the agreement with Metro Sales Inc for Ricoh Desktop Printer thru a State Rental Contract for a monthly fee of \$47.67.

PREPARED BY: Mike LeClaire, Information Systems Department Manager

BACKGROUND:

In an effort to reduce the maintenance and supply costs associated with individual desktop printers, staff recommends utilizing printers available through a Minnesota State Rental Contract with Metro Sales. This contract provides flexibility to upgrade or downgrade equipment based on organizational needs. Additionally, Metro Sales monitors toner usage, automatically ships replacement toner when supplies are low, and ensures timely repair service. If a printer cannot be repaired within seven days, a replacement printer will be delivered and installed at no additional cost.

RECOMMENDATION:

Ratify the agreement with Metro Sales Inc for Ricoh Desktop Printer thru a State Rental Contract for a monthly fee of \$47.67.