



## **REQUEST FOR COUNCIL ACTION**

**AGENDA DATE:** 06/27/2022

**AGENDA ITEM:** Consider accepting quote from Loffler for photocopiers.

**PREPARED BY:** Erik Scott

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### **BACKGROUND:**

The IT Department requested quotes on five multifunction printers from vendors in our region. We detailed that we are seeking to enter into a five-year lease on these devices at a pre-determined price that shall be set for the full term of the lease. We also stipulated that the contract/price should include unlimited service and supplies and detailed minimum specifications for the equipment.

We received quotes from four vendors. After verifying that all proposed equipment met or exceeded minimum requirements, we calculated the yearly cost of each proposal based on average usage of our current copiers.

The low quote came in from Loffler at an estimated average yearly cost of \$7,861.54.

### **REQUESTED COUNCIL ACTION:**

Make a motion to accept the low quote from Loffler for a five-year lease on five MFPs and authorize the mayor to sign the appropriate documents.