



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: Angela Reece, City Clerk **MEETING DATE:** July 7, 2022

AGENDA SECTION: Consent Agenda **DEPARTMENT:** Administration

TITLE OF ITEM: Contract Award – Comprehensive Multi-Functional Copier/Printing Cost per Copy and Copy Management Service Leasing Agreement – *Angela Reece, City Clerk*

SUGGESTED MOTION(S):

I move City Council adopt the Resolution by the City of Hendersonville City Council to Authorize the City Manager to Enter into a Contract for Comprehensive Multi-Functional Copier/Printing Cost per Copy and Copy Management Service Leasing Agreement as presented.

SUMMARY:

On November 12, 2021 the City received two requests for proposals for the Comprehensive Multi-Functional Copier/Printing Cost per Copy and Copy Management Service Agreement with the following results:

Ricco USA, Inc. - \$28,890.00 (annual alternate proposal)

B&W	35,000 per month (minimum)	\$0.0411
Color	15,000 per month (minimum)	\$0.0646

Toshiba Business Solutions, Inc. - \$33,210.00 (annual base proposal)

B&W	(no minimum)	\$0.0495
Color	(no minimum)	\$0.069

After thorough discussions to determine copy and printing needs and functionality for the city, the City's Technology Committee recommend approval of the proposal by RICCOH USA, Inc.

BUDGET IMPACT: \$28,890.00

Is this expenditure approved in the current fiscal year budget? FY2022-23

If no, describe how it will be funded. Will be split between funds 010 and 060.

ATTACHMENTS:

Resolution