



AGENDA ITEM SUMMARY FORM

MEETING DATE: 11/25/24

PREPARED BY: Cheryl Rottmann, Deputy City Manager/City Clerk

AGENDA ITEM CONTENT: City-Wide Copy Machine Replacement Lease

AGENDA ITEM SECTION: Bid Awards/Purchases

BUDGETED AMOUNT:

FUNDS REQUESTED:

FUND:

EXECUTIVE SUMMARY:

Please see attached memo.

RECOMMENDATION:

Skynet and City staff recommend that the City approve a 60-month lease agreement with Xerox Business Solutions Midwest in the amount of \$2,408.90 for 21 copy machines and maintenance and allow the City Manager to sign on behalf of the City.