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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATTHEW RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: PUBLIC WORKS COPIER LEASES
DATE: MARCH 5, 2025

Currently the Public Works has two copiers, one at Wastewater and one at the Street Garage. The current contract will expire on April 8, 2025, and we pay \$81.00 per month per copier from Metro Sales Inc. Under the new contract we will lease the same copiers for 39 months at \$75.00 per month per copier from Metro Sales Inc.

Recommendation

Staff recommends the Mayor and Council authorize the lease of copiers from Metro Sales Inc.