



New Prague Utilities Commission

In the Counties of Scott & Le Sueur

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Bruce Reimers
General Manager

MEMORANDUM

TO: New Prague Utilities Commission

FROM: Bruce Reimers, Utilities General Manager
Robin Pikal, Finance Director

DATE: April 21, 2025

SUBJECT: **Approval of Folding Machine Maintenance Contract Renewal**

The current maintenance contract for our folding machine with American Mailing Machines is set to expire on May 14, 2025. The annual cost of the current agreement is \$1,195.00. This agreement covers all parts and labor, unlimited service calls, preventative maintenance, and priority dispatch service.

The proposed renewal maintains the same annual rate of \$1,195.00, with no increase in cost.

RECOMMENDATION: Staff recommends approval of a 12-month folding machine maintenance agreement with American Mailing Machines.