



# Town of Upper Marlboro

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## MEMORANDUM

To: Board of Town Commissioners  
From: Kyle Snyder, Town Administrator  
Date: Tuesday, October 4<sup>th</sup>, 2022  
Re: New Town Printer

Commissioners,

As briefly discussed during the FY23 Town budget process, the Town is looking to replace the existing copier/scanner/printer located at Town Hall. The current one was purchased in 2015 and is starting to break down and requires more frequent service visits. Staff is looking at an upgraded copier with the ability to handle more functions and print on different types of paper.

The initial plan was to purchase a new copier and rehab the 2015 printer for the police department to use as the IT network is being separated. The condition of the current copier has deteriorated, and the company has offered to accept the current copier as a trade-in to put towards the below two printers.

Gen Gov Copier: Image RUNNER IRC adv 5540IIIi 60 month lease \$174.70/month.

Police Copier: Image RUNNER IRC adv 257i 60 month lease \$99.50/ month