



October 1, 2021 through September 30, 2026. Annual costs may vary if the City exceeds their annual pooled copy allowances and as new equipment is added. Each department will be responsible for overage costs exceeding their copy allowances.

**ISSUE:**

City Plan/Council Priority: Maintain an ongoing program for improving customer service Maintain fiscal stability of City Operations.

**FISCAL IMPACT:**

The recurring cost for this contract is allocated in each individual department's budget and is incorporated into the FY22 Operating Budget.

**RECOMMENDATION:**

Staff recommends approval of a lease agreement with Ricoh USA for the Citywide rental and services of multi-function copier devices through a BuyBoard cooperative agreement.