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DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

September 25, 2023

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Re: Lease Agreement with Ricoh Americas Corporation for Production Copiers

Dear Chairman Joyce:

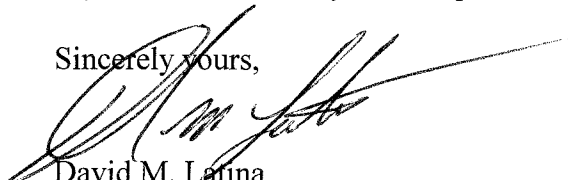
The Department of General Services requests Legislative approval of a lease agreement with Ricoh Americas Corporation pursuant to the terms of their award under the National Cooperative contract with Omnia Partners #2021002788 for a projected cost not to exceed \$118,911.00.

Lease term will be four year (48 month) for two machines, Ricoh ProC5300S Color Production System and Ricoh Pro8320S B&W Production System, at a cost of \$82,779.36. Lease to include all necessary service calls, labor, parts, toner and staples.

Actual imaging costs will be billed separately. Based on historical usage, an allowance of \$36,131.64 is being included for imaging costs over the four year term.

If you should have any further questions, please do not hesitate to contact me.

Sincerely yours,



David M. Latina
Commissioner

DML:tas
Enclosure(s)

cc: Honorable Dennis Feeney, Majority Leader
Honorable Frank Mauriello, Minority Leader
Arnis Zilgme, Minority Counsel
Rebekah Kennedy, Majority Counsel