



DANIEL P. MCCOY
COUNTY EXECUTIVE

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DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

To: Pam O Neill, Purchasing Agent

From: David M. Latina, Commissioner

Date: September 26, 2023

Re: Lease Agreement with Ricoh Americas Corporation for Production Copiers

I have reviewed the lease proposal received from Ricoh Americas Corporation for Production Copiers and recommend excepting their proposal pursuant to the terms of their OMNIA contract #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 need any further information or have any questions, please feel free to contact me.

DML:tas