



## Agenda Item Summary Sheet

Item No: **D-4**  
Meeting Date: **June 17, 2020**

**Item Title:** Consideration of Town-wide copier contract

**Item Summary:**

Attached please find a proposed Town-wide five-year copier contract with Ricoh. It mirrors the Town's existing contract with updated pricing and switch outs/upgrades. There will not be any printer reductions.

Number of Attachments: 1

---

**Specific Action Requested:**

Request Board approval of attached contract for execution by the Town Manager, pending attorney review.

Submitted By: Administrative Services

Date: June 11, 2020

---

**Finance Officer Comment:**

Request Board approval of attached copier contract - pending attorney review.

Signature: Amy Miller

Date: June 11, 2020

---

**Town Attorney Comment:**

Attorney has reviewed and his comments have been incorporated.

Signature: John Leidy

Date: June 15, 2020

---

**Town Manager Comment and/or Recommendation:**

I concur with staff's request.

Signature: Cliff Ogburn

A handwritten signature in black ink, appearing to read "Cliff Ogburn".

Date: June 11, 2020