

**Fiscal Comments  
Commission Meeting  
November 28, 2023  
Regular Meeting**

**Policy Report  
Copier Lease and Maintenance Contract**

During the 2024 Operating Budget and 2024 – 2028 CIP process, the City Commission approved \$31,500 for 2024 copier lease expenses. The 2024 expenditures are budgeted from the General Fund (\$24,400), Recreation Fund (\$3,100) and the Planters II Fund (\$4,000). The City's current copier lease with Network Computing Solutions expires at the end of November 2023, therefore the City needs to enter into a new lease beginning December 1, 2023.

The City initiated a formal bid process in October 2023 for a new copier lease contract. Toshiba provided the lowest bid of \$2,085.47 per month (\$125,128 for a 60-month contract). The bid process took into account monthly copier lease fees, costs-per-copy, and equipment upgrade fees.

The annual cost of the lease, maintenance agreement, and anticipated costs-per-copy charges total \$25,026 for thirteen (13) copiers. This is approximately \$6,000 less than the amount included in the 2024 operating budget.

Staff recommends the City Commission approve the 60-month copier lease and maintenance contract with Toshiba Business Solutions for \$125,128.