

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: FEBRUARY 8, 2016

AGENDA ITEM NUMBER: 8

**SUBJECT: RESOLUTION AUTHORIZING THE EXTENSION OF A CONTRACT BETWEEN FORSYTH COUNTY AND RICOH USA, INC. FOR LEASE OF MULTI-FUNCTION DEVICES
(MANAGEMENT INFORMATION SERVICES)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

In FY11, the Forsyth County Board of Commissioners adopted a Resolution authorizing execution of a contract between the County and Ikon Office Solutions, Inc., now Ricoh USA, Inc., for a five-year lease of multi-function devices (copiers) for County departments. This item would extend this contract by 18 months to coincide with the end of the County's contract for Print and Mail Services so that these services can be bid together when the Print and Mail Services contract ends in June 2017.

Extending the contract for 18 months will save the County money as the monthly cost for the lease of the equipment is lower than the monthly cost if the County moves to a month-to-month term.

ATTACHMENTS: yes no

SIGNATURE: _____

J. Kendrick Watts, Jr.
COUNTY MANAGER

DATE: February 3, 2016

**RESOLUTION AUTHORIZING THE EXTENSION OF A CONTRACT
BETWEEN FORSYTH COUNTY AND RICOH USA, INC.
FOR LEASE OF MULTI-FUNCTION DEVICES
(MANAGEMENT INFORMATION SERVICES)**

WHEREAS, in FY11, the Forsyth County Board of Commissioners adopted a Resolution authorizing execution of a contract between the County and Ikon Office Solutions, Inc., now Ricoh USA, Inc., for a five-year lease of multi-function devices (copiers) for County departments; and

WHEREAS, this item would extend this contract by 18 months to coincide with the end of the County's contract for Print and Mail Services so that these services can be bid together when the Print and Mail Services contract ends in June 2017; and

WHEREAS, extending the contract for 18 months will save the County money as the monthly cost for the lease of the equipment is lower than the monthly cost if the County moves to a month-to-month term;

NOW, THEREFORE, BE IT RESOLVED by the Forsyth County Board of Commissioners that the Chairman or County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, a contract between Forsyth County and Ricoh USA, Inc. for an 18 month lease of 111 multi-function devices at a cost of \$31,281 per quarter, subject to a pre-audit certificate thereon by the Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Approved this the 8th day February 2016.