

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
OCTOBER 2, 2024 AGENDA**

<p>Subject:</p> <p>A resolution to authorize the City Manager to execute a five (5)-year lease and maintenance agreement with Datamax Inc., to Lease a Canon Image Press Lite C265 Copier for the City Attorney’s Office</p> <p>Submitted By:</p> <p>City Attorney’s Office</p>	<p>Action Required:</p> <p style="text-align: center;">Ordinance √ Resolution</p>	<p>Approved By:</p> <p style="text-align: center;">Emily Cox Acting City Manager</p>
<p>SYNOPSIS</p>	<p>To authorize City Manager to enter into a five (5)-year Lease Agreement with Datamax Inc. for a Lease Agreement and Maintenance contract for the City Attorney's Office to lease a Canon image PRESS Lite C265 to replace an expired Lease that terminated on August 30, 2024.</p>	
<p>FISCAL IMPACT</p>	<p>The total cost for the Color Copier, Printer, and Scanner will be \$68,253.60, plus applicable taxes and fees, and will be paid from Account No.101801-065110.</p>	
<p>RECOMMENDATION</p>	<p>Approval of the resolution.</p>	
<p>BACKGROUND</p>	<p>The City Attorney's Office is equipped with two copiers for twelve (12) attorneys, an office manager, four (4) paralegals, three (3) court coordinators, and two (2) FOIA coordinators to print documents, scan and copy FOIA requests and responses for review and redaction, as needed; to print litigation cases, transactional contracts, board agenda items and other papers necessary for the day to day operation of the City Attorney Office.</p>	

