

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

**BOARD OF DIRECTORS COMMUNICATION
DECEMBER 3, 2024 AGENDA**

Subject:	Action Required:	Approved By:
<p>Resolution authorizing the City Manager to execute a sixty-three-month (63) lease and maintenance agreement with AAA Business Systems, to lease a RICOH PRO C5310 Copier for the City Print Shop.</p> <p>Submitted By: Finance Department</p>	<p style="text-align: center;">Ordinance √ Resolution</p>	<p style="text-align: center;">Emily Cox Acting City Manager</p>
SYNOPSIS	<p>To authorize the City Manager to enter into a sixty-three-month (63) lease agreement and maintenance contract with AAA Business Systems, to lease a RICOH PRO C5310 Copier for the City Print Shop. The current lease expires December 31, 2024.</p>	
FISCAL IMPACT	<p>The amount for Services is not to exceed \$152,425.35, plus applicable taxes and fees, which includes a 10% contingency, and funding is allocated from Account No. 102555-65110 and is being purchased off Arkansas State Contract SP-20-0020.</p>	
RECOMMENDATION	<p>Approval of the resolution.</p>	
BACKGROUND	<p>All City departments utilize the centralized print shop for various printing materials including but not limited to business cards, brochures, flyers, booklets, NCR forms, and posters.</p>	