

Resolution #23-0057  
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**RESOLUTION APPROVING EXPENDITURE OF FUNDS FOR THE RICOH  
CONTRACT FOR THE REMAINDER OF FY22-23 AND FOR PORTIONS OF FY23-24**

**WHEREAS**, for the past seventeen years the City has participated in a Managed Services Provider contract with Ricoh USA Inc. (Ricoh) for reproduction, printing, and courier services; and

**WHEREAS**, the current three-year contract was approved by City Council in January 2021 and expires on January 31, 2024; and

**WHEREAS**, one portion of the contract represents Managed Services that include Mail Distribution and Courier Services, Reprographic/Print Center Services, and support of printing services throughout the City's facilities; and

**WHEREAS**, the second portion represents the Equipment Leasing costs for the fleet of Multi-Functional Printer devices, standard printers, copiers, and scanners in City facilities; and

**WHEREAS**, the actual cost incurred will be greater than the amount approved by Council in January 2021 due to variable costs, adding additional facilities to the contract, and the addition of new leased equipment for existing facilities; and

**WHEREAS**, staff is requesting approval to spend an additional \$197,300 beyond the original approved amount of \$628,916 for the Ricoh services as we close out FY22-23; and

**WHEREAS**, funds are available in the approved FY22-23 operating budget to cover this expenditure; and

**WHEREAS**, staff has included funds in the proposed FY23-24 budget in anticipation of variable costs and additional devices and is requesting further approval to spend these funds as incurred.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of Winston-Salem authorize the expenditure of additional funds for services provided in FY22-23

**Winston-Salem City Council**  
**APPROVED**  
**May 15, 2023**

by Ricoh, as well as approval for such expenditure as necessary in FY23-24, subject to approved funding in the FY23-24 budget.