

RESOLUTION APPROVING A CONTRACT WITH RICOH USA FOR MANAGED SERVICES FOR THE PRINT SHOP, MAIL DELIVERY, AND NETWORK PRINTERS

WHEREAS, a four-year agreement with Ricoh USA to provide Managed Services for the Print Shop, Mail Delivery, and Network Printers expired in December 2024; and

WHEREAS, a Request for Proposals for a new contract was advertised by the Purchasing staff directly to 36 vendors and on the City’s website, with the following vendors providing a bid response and pricing:

<u>Vendor</u>	<u>One-Year Cost</u>	<u>Five-Year Cost</u>
Ricoh USA	\$791,700.00	\$3,958,500.00
Toshiba	\$1,006,565.40	\$5,032,827.00
Coeco	\$703,130.28	\$3,515,651.40
Canon	\$762,587.52	\$3,812,937.60

WHEREAS, Ricoh USA’s response resulted in the highest bid total when the four vendors’ responses were scored using the predefined scoring criteria, and

WHEREAS, approval is requested to enter a five-year contract with Ricoh USA for a price of \$3,958,500.00; and

WHEREAS, the Information Systems Department’s approved FY 24-25 and proposed FY 25-26 budgets include funds to cover the first year of the contract.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Winston-Salem authorize the City Manager to enter into a contract with Ricoh USA for Managed Services for the Print Shop, Mail Delivery, and Network Printers in the amount of \$3,958,500.00.

BE IT FUTHER RESOLVED that the City Manager is hereby authorized to execute the contract on behalf of the City.