

# CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

**REQUESTING DEPARTMENT:** *Information Technology*

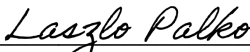
**MEETING DATE:** June 23, 2020

**SUBJECT/TOPIC:** **Library Copiers**

**BACKGROUND:** The City of Manassas Park (CMP) current contracts for copiers is with a local vendor called OFFIX. They are a local family owned business that are located in Gainesville Va. They have an excellent service record with CMP. Staff received a quote from OFFIX for 2 copiers for the new Manassas Park City Library. The copiers are HP and Sharp leased through Canon.

<b>FINANCIAL IMPACT:</b> <b>Total: \$26K over 4 years</b>	Budgeted:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Amount Budgeted:	\$70,000
	Amount Spent:	\$0
	Amount Requested:	\$6,592.32
	Budget Line Item:	302-94100-0279-00-00-00 Library Establishment

**STAFF RECOMMENDATION:** *That the Governing Body authorize the City Manager to approve the OFFIX lease for two copiers for the Manassas Park City Library.*

<b>CITY MANAGER APPROVAL:</b> Required: <input checked="" type="checkbox"/> Not Required: <input type="checkbox"/>	 _____ <i>Laszlo A. Palko, City Manager</i>
<b>CITY ATTORNEY APPROVAL:</b> Required: <input type="checkbox"/> Not Required: <input type="checkbox"/>	_____ <i>Dean H. Crowhurst</i>

**ATTACHMENTS:**

- 1) *OFFIX Lease*