



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Photocopier for Personnel Department

MEETING DATE: November 15, 1995

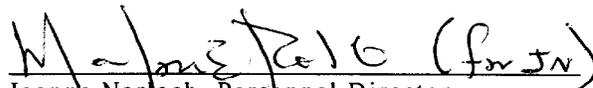
SUBMITTED BY: Personnel Director

RECOMMENDED ACTION: That the City Council approve the specifications and authorize the advertisement for bids for one photocopier for the Personnel Department.

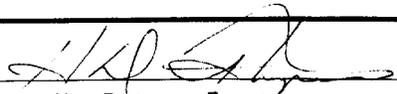
BACKGROUND INFORMATION: The Personnel Department's 1995/96 budget includes funding to replace its existing photocopier machine, which has deteriorated and has become increasingly difficult to maintain. Maintenance costs have escalated, and machine downtime has caused increasing delays in daily operational activities.

FUNDING: Budget Account: 10.0-040.02-501
Estimated cost: \$5,800

BID OPENING: December 6, 1995


Joanne Narloch, Personnel Director

APPROVED: _____


H. DIXON FLYNN
City Manager