



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Photocopier for the Municipal Service Center

MEETING DATE: September 7, 1994

PREPARED BY: Public Works Director


RECOMMENDED ACTION: That the City Council approve the specifications for a photocopier for the Municipal Service Center and authorize advertising for bids to be opened September 22, 1994.

BACKGROUND INFORMATION: This unit is requested to replace the office photocopier at the Municipal Service Center. The current unit was purchased in 1988 for \$4,856 and has accumulated maintenance costs of \$4,448. Maintenance repair technicians have indicated the unit is well worn and will soon incur significant repair costs. Due to the limitations of the photocopier, staff often does major or complex copying at City Hall. This unit is used daily by clerical and field staff and prints in excess of 70,000 copies annually.

FUNDING: 10.0-501.01-501

Estimated Cost: \$8,500

Funds to finance this purchase are included in the Street Division 1994-95 operating budget.

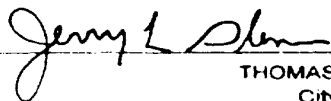

Jack L. Ronsko
Public Works Director

JLR/GMB/dsg

Prepared by George Bradley, Street Superintendent

cc City Attorney
Street Superintendent
Purchasing Officer

APPROVED



THOMAS A. PETERSON
City Manager

