



INFORMATION TECHNOLOGY SERVICES

City Hall Annex
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To: Colbie Garrett, Buyer - Finance

From: Judy Franco, Director of IT

Date: March 14, 2024

Subject: Printer, Copying, and Maintenance Services

It is recommended to extend RFPCL22-016 with **High Tech Office Systems** for all Printer Services. They have exceeded all contract requirements.

The funding source would be the Rental, Publication and Printing account 8003001-52000

Thank you.