

Council Meeting Date: September 10, 2019 or Council Workshop Date: \_\_\_\_\_

Regular Agenda  Consent  Executive Session  Attachments

Ordinance Publication Date: \_\_\_\_\_

*Must be published 72 hours before meeting; deadline to WC Sun is 11:00 Monday*

Draft Ordinance to City Secretary: \_\_\_\_\_

*Draft ordinance must be given to City Secretary one week before Council meeting*

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## AGENDA ITEM COVER SHEET

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**SUBJECT:**

Consideration and possible action to approve **an annual appropriation of \$130,000 to the Stewart Organization** for managed printer/copier services. Chris Bryce, IT Director

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**ITEM SUMMARY/SPECIAL CONSIDERATIONS:**

*This item is one of several annual technology maintenance appropriations that are submitted for advanced approval at the beginning of each fiscal year so that invoices may be paid in a timely manner when they are received.*

The Stewart Organization manages the City of Georgetown's printer and copier fleet. This includes the provision of all printers and copiers, hardware maintenance, and printing supplies. The contract with Stewart was approved by City Council in 2017.

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**FINANCIAL IMPACT:**

All items were budgeted during the FY 2020 budget process. Expenses in the amount of \$130,000 will be recorded in account 570-5-0641-51-341 (IT Contracts – Annual Contracts). The Stewart Organization provides services as a subcontractor under several Texas Department of Information Resources contracts with printer/copier manufacturers.

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**COMMENTS:**

None

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**ATTACHMENTS:**

None