

Council Meeting Date: September 28, 2021

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

AGENDA ITEM COVER SHEET

SUBJECT:

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

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.

FINANCIAL IMPACT:

All items were budgeted during the FY 2022 budget process. Expenses in the amount of \$130,000 will be recorded in IT – Software Maintenance Subscriptions and Support Services.

COMMENTS:

None

ATTACHMENTS:

None