

Kenai Peninsula Borough Purchasing & Contracting

MEMORANDUM

TO: Charlie Pierce, Mayor
FROM: John Hedges, Purchasing & Contracting Director *JH*
DATE: June 3, 2022
RE: Authorization to Award a Contract for ITB22-033 Multi-Function Copier Purchase

The Purchasing and Contracting Office formally solicited and received bids for the ITB22-033 Multi-Function Copier Purchase. Bid packets were released on April 13, 2022 and the Invitation to Bid was advertised in the Peninsula Clarion on April 13, 2022.

The Kenai Peninsula Borough hereby invites qualified firms to submit a firm price for acceptance by the Borough for the purchase of multi-function copiers for various departments.

On the due date of May 11, 2022, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$51,827.00 which includes Maintenance Agreements was submitted by Office Tech Xerox.

Your approval for this bid award is hereby requested. Funding for this project is in account number 100.11233.43812 (\$39,449.00); 100.21110.43812 (6,189.00); 100.11227.48120 (2,063.00); 236.33950.48120 (\$2,063.00) and 290.32010.48120 (\$2,063.00).

Charlie Pierce
Charlie Pierce, Mayor

6/6/2022
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.11233.43812 - \$39,449</u>
Acct. No.	<u>100.21110.48120 - \$6,189</u>
Acct. No.	<u>100.11227.48120 - \$2,063</u>
Acct. No.	<u>236.33950.48120 - \$2,063</u>
Acct. No.	<u>290.32010.48120 - \$2,063</u>
By:	<u><i>CJ BH</i></u> Date: <u>6/6/2022</u>
FY2023. Dependent upon FY2023 budget.	