**KITTITAS COUNTY**

**Board of County Commissioners**

**AGENDA STAFF REPORT**

**AGENDA DATE:** September 1, 2015

**ACTION REQUESTED:** Acknowledgement of Acquisition Lease Agreement and Maintenance Agreement with Canon Solutions America Inc. for Image Runner Advance C33301

**BACKGROUND:** The current black and white copier/printer is ten years old; purchased in 2005. The finisher (sort, stack and staple functions) broke last year. New parts are no longer being manufactured and we gave the vendor time to search for used parts. The search was not successful in locating any used parts. The lack of these functions has created inefficiencies so the machine needs to be replaced. Replacing it with a color machine will create efficiencies by alleviating the need to use a small desktop color scanner. The ability to copy and scan in color will also create efficiencies when we prepare our appeal answers that must be provided to appellants and the Board of Equalization. We are leasing in order to spread the cost over four years and make as small as possible budget impact.

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**INTERACTION:** WSCA Contract #NASPO #05214/3091

**RECOMMENDATION:** Acknowledge Lease Agreement and Maintenance Agreement #S0452644.01

**HANDLING:** Please return a signed original to Assessor.

**ATTACHMENTS:** Acquisition Lease Agreement, Maintenance Agreement and Purchase Order

**LEAD STAFF:** Marsha Weyand, Assessor