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Town of Richmond, Rhode Island

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www.richmondri.com

September 27, 2023

To: Town Council

From: Karen D. Pinch
Town Administrator

Re: Request for Approval to Award Bid for Copier Lease to CORE Business Technologies

On September 5, 2023, I conducted a "mini-bid" for copier lease services for the Richmond Police Station. A "mini-bid" is when you solicit pricing from vendors that are already on the State's Master Price Agreement (MPA). The Master Price Agreement is created by the State Division of Purchases and lists vendors who are already vetted by the State as qualified to provide services within their category of product. Chief Johnson provided me with the specifications for this particular bid.

Four companies were offered the opportunity, and on September 19, 2023 a bid opening was held for this item. Two quotations were received and the low bidder was CORE Business Technologies of East Providence at a price of \$192.30/month for 60 months. Chief and Laura have reviewed the bid and are satisfied. Additionally, we have used CORE previously and had no issues.

Funding for this is available in 01.13.5378 Equipment Maintenance.

I am respectfully requesting permission to grant this bid award to CORE Business Technologies. Thank you for your consideration.

Respectfully,

Karen D. Pinch