



CITY OF CONCORD

New Hampshire's Main Street™

Finance

Brian G. LeBrun
Deputy City Manager
Finance

DATE: August 16, 2022

TO: Mayor and City Council

FROM: Brian G. LeBrun, Deputy City Manager - Finance

SUBJECT: Transfer \$18,456 in Fiscal Year 2023 Appropriations from Various General Fund Departments to the Finance Department for Managed Printer Services

Recommendation

Accept this report transferring \$18,456 in appropriations from various General fund departments to the Finance department for managed printer services.

Background

Currently, each department manages their budget and expenditures for desktop printing. Information Technology has been responsible for repairing these printers and responding to issues and troubleshooting solutions the department may have with the printers. The Purchasing Division issued a request for proposals for these services in the spring and subsequently executed a contract on August 1st, 2022 with Conway Office Solutions (Conway) for managed printer services.

Discussion

The contract with Conway is anticipated to reduce costs by about \$7,000. It will also provide the Information Technology department with a needed relief from managing desktop printers. Lastly, this will provide the 14 General fund departments now in the program with one day service for toner/ink supplies.

DEPARTMENT	DEPT. SHARE OF PROGRAM COST
Assessing	697.67
City Clerk	320.93
City Manager	174.42
Community Development	753.49
Finance	3,767.44
Fire	1,301.16
General Services	1,116.28
Human Resources	418.60
Human Services	244.19
Information Technology	55.81
Legal	244.19
Library	2,200.19
Parks & Rec	184.88
Police	6,976.75
Total	18,456.00