

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



5551 S. Tom Bass Road
Columbia, MO 65201
Phone: (573) 886-4391

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: May 22, 2024
RE: Cooperative Contract: C000812 (Sourcewell cooperative contract 030321-SEC) – Copier and Maintenance for the Boone County Public Administrator

Boone County Public Administrator requests permission to utilize the Sourcewell cooperative contract 030321-SEC to purchase a Sharp BP-70M55 copier and maintenance from Marco Technologies, LLC. County contract number is C000812.

Cost of copier is \$5,846.19 and will be paid from department 1200 – Public Administrator, account 92000 – Replacement Office Equipment (\$6,000 budgeted).

Cost of maintenance is \$360/year for 47,376 annual prints with overage @ \$0.0076/print. Maintenance has already been paid for 2024.

Purchasing is seeking permission to dispose of their existing copier by trade for a \$0.00 value.

Canon Image Runner 6225 Copier, Asset tag 20020

Marco Technologies, LLC will haul off and recycle the surplus copier at the time they install the new copier. The hard drive will be removed and left with our Information Technology department.

cc: Contract File
Brenda Rose, Public Administrator