

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: January 18, 2023
RE: Cooperative Contract: C000590 (State of MO cooperative contract CT202797012) – Copier and Maintenance for the Boone County Circuit Clerk

Boone County Circuit Clerk requests permission to utilize the State of Missouri cooperative contract CT202797012 (based on NASPO contract 140603) to purchase a copier and maintenance from March Technologies, LLC. County contract number is C000590.

Cost of copier is \$7,075.59 and will be paid from department 1221 – GF Circuit Clerk, account 92000 – Replacement Office Equipment. Cost of maintenance is \$467.76 for 53,160 annual prints with overage @ \$0.0088/print. Maintenance will be paid from department 1221 – GF Circuit Clerk, account 60050 – Equipment Service Contract.

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

Canon IR6255, Asset tag 18407

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
Debbie Lee, Circuit Clerk