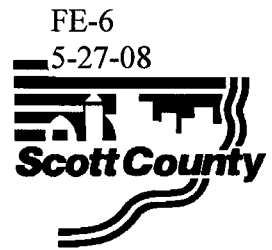


Facility and Support Services

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May 12, 2008

To: Dave Donovan, Director
Facility and Support Services

From: Tammy Speidel
Project & Support Services Coordinator

Subj: Renewal proposal for consolidated copier/ MFP maintenance contract

As you know we are currently under contract with Specialty Underwriters through 06/30/08. We have been under a contract with SU for the past 4 ½ years. This contract includes all preventive maintenance, unscheduled repairs, parts, and in many cases supplies (excluding paper and staples) for thirty supported copiers & multi function machines, a large format printer located at Secondary Roads, and the folder/insertter located in the print shop.

Specialty Underwriters has similar contracts in place across the state and are working with several Bi-State members as well. They guarantee a 25% savings on this program compared to what we would spend if we contacted with the individual vendor. Specialty Underwriters proposal for the FY2008-2009 maintenance contract is for \$53,968.00.

I recommend that the Board of Supervisors approve the contract with Specialty Underwriters in the amount of \$53,968.00 for the annual consolidated copier service contract.

Cc: Bob Holliday