



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: November 3, 2025

Re: Copier Lease and Maintenance Agreement for Columbia Training Center

Executive Summary

Authorizing the Purchasing Agent to sign a lease and maintenance agreement with GFI Digital, Inc for a 60-month lease of a Sharp BP copier/printer/scanner for the Columbia Training Center.

Discussion

In 2019, The City of Columbia formally bid the lease and maintenance of copy machines per RFP #4/2019, and entered into a lease and maintenance agreement with GFI Digital, Inc., in May of 2020. This legislation granted authority to the Purchasing Agent to sign the leases and maintenance agreements for all copy machines leased to City departments.

Human Resources recently reached out to GFI to lease a new copy machine for the new Columbia Training Center, and was informed that new legislation is required authorizing the Purchasing Agent to sign a lease and maintenance agreement for a copier.

Fiscal Impact

Short-Term Impact: The lease and maintenance agreement for the copy machine is \$57.50 per month for a 60-month contract period.

Long-Term Impact: \$57.50 per month for 60-month period.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
05/18/2020	R67-20-authorizing the Purchasing Agent to execute copier lease and maintenance agreements with GFI Digital, Inc.

Suggested Council Action

Authorize the Purchasing Agent to enter into a copy machine lease and maintenance agreement with GFI Digital, Inc. for the Columbia Training Center.