City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** October 15, 2025

2. **Primary contact person and Department requesting agenda item:** Holly Barham

3. **Requested Council meeting date:** October 28, 2025

4. **Subject:** Ricoh Smart Integration Cloud Connectors from Systel.

5. **Action Requested:** Adoption of a resolution authorizing the City Manager to contract with Systel Business Equipment for 3-Year Contract for Smart Integration Cloud Connectors.

6. **Note if time sensitive, and why:** Licenses will expire in November.

7. **Potential fiscal impact(s) - if known by staff at time of request:** This will be funded by the I.T. Services General Funds budget. Year one for Fiscal Year 2026 will be $17,131.74. This will be a 3-year contract. The total after 3 years will be $51,395.22.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - Outreach was not conducted because Ricoh, the copier manufacturer, sells licenses exclusively to its resellers, not directly to consumers. These licenses must be managed by the machine vendor, which, in this instance, is Systel. The City of Asheville utilizes the NC State Contract for the lease of Ricoh copiers and printers from Systel Business Equipment.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

10. **Identify key issues:**
    - A specialized connector is required to facilitate direct scanning from devices to Google Drive. This connector also enables mobile devices, such as Chromebooks, to print to these machines.