



MEMORANDUM

of the

OKLAHOMA CITY EMPLOYEE RETIREMENT SYSTEM

ERS Agenda
Item No. XI. B.
5/9/2024

TO: Chairman and Board Members

FROM: Jeanna Jordan, Retirement System Manager

Purchase Kyocera 4054ci copy machine and monthly maintenance for use by Employee Retirement System (ERS) administration office, proposed purchase price \$4,000.

Background:

The Employee Retirement System (ERS) administration office uses a Samsung 6555n machine purchased in August 2013. A letter was issued by the current maintenance provider that the equipment is past its serviceable life and terminated the monthly maintenance contract that provides parts, service and toner effective May 1, 2024. ERS requested quotes from three vendors using the approved purchasing contracts for a mid-size copier and monthly maintenance for 5,000 black and white copies and 1,000 color copies per month. The Kyocera 4054ci is the best solution for the office needs. ERS is recommending purchasing the Kyocera 4054ci and a monthly maintenance contract with the lowest priced vendor.

Cost:

Proposed purchase price \$4,000 plus \$66.00 per month maintenance (\$792.00 annually).

Recommendation: Purchase and Agreement be approved.